



ASSAM UNIVERSITY ~ SILCHAR

CIRCULAR

As per the provisions of AU first amended Ordinance (notified vide No.AUK-211/15/2016 dated 30th September 2021) and Regulation on M.Phil. and Ph.D. programmes, the following standard operating procedure (SOP) will be followed during submission of the dissertation and thesis to the Examination Section for evaluation and award of the degree.

The same procedure will be followed online in case of scholars who are enrolled for M.Phil. and Ph.D. programmes in AUS from the session 2019 and onwards through the university examination portal <https://ausexamination.ac.in>

M.Phil. Programme

1. The scholar may apply for delivering the pre-submission seminar after ten months from the date of qualifying the Course Work Examination as per Format 10 B.

Prior to the presentation of pre-submission seminar, the scholar has to present at least one research paper in a national conference/seminar. The pre-submission seminar is to be delivered in the Department before her/his RAC, which shall also be open to all faculty members and other research scholars, after completion of ten months, excluding course work but not earlier than one year from the date of admission. **One research paper presentation certificate in a national conference/seminar** duly countersigned by the Supervisor and Head of the department should be while submitted along with the dissertation.

2. An M.Phil. Scholar must submit two hard copies of the abstract within 1000 words along with a soft copy written in CD with the pre-submission seminar report within 15 days from the successful completion of pre-submission presentation as per Format 10 A.
3. The scholar shall submit two softbound (paperback) copies of the M.Phil. Dissertation along with a copy written in CD which is duly checked for plagiarism along with documents as prescribed, including copy of fee payment receipts within two months from the date of pre-submission presentation as per Format 11A.

Dissertation shall be printed on both side of paper (A4 size) with a margin of at least 3 cm from all sides (excluding binding space) with double spacing.

4. Research Scholar, Supervisor and HOD should certify that the hard copy dissertation is the exact replica of the document certified by competent authority for plagiarism check while submitting for plagiarism and evaluation.
5. Plagiarism checked Certificate duly signed by the Librarian as per format 11 G [Ref. 14 (i) (d) and (ii) of AU Regulation] should be bound with the Dissertation/Thesis.
6. Format C (Certificate of Originality) and D (Student Approval Form) must be affixed with the Thesis/Dissertation [Ref. AU Regulation 14 (i) (c)].
7. The Thesis/Dissertation must be accompanied by Format E, F, G and H, complete in all respects (ref. 14. (i) of AU Regulation)
8. Metadata Form is to be signed by the Librarian as per format 11 H [ref. 14 (i) (g) of AU Regulation].
9. Viva-Voce for M.Phil./Ph.D. Research Scholar (open to all) to be conducted after receiving positive reports (Ref. 10.6.5 of the AUS M.Phil./Ph.D. Ordinance) from the evaluators.
10. Two hard bound copies of the final Dissertation with a copy written in CD which is certified for plagiarism verification along with the viva-voce report (mandatory) shall reach the Examination Branch within fifteen days from the date of completion of successful viva-voce for award of the degree. No degree will be awarded without receiving the final hard bound copy of the Dissertation.

Final hard bound (rexin or cloth) copy shall have to be printed in 100 GSM Bond paper in single side. The title of the thesis shall be printed on the spine along with year of award.

Ph.D. Programme

11. A student of Assam University, whose M.Phil. Dissertation has been evaluated with positive response and the *viva voce* is pending, may be admitted to the Ph.D. programme of the University. Such student has to obtain **M.Phil. Evaluation Certificate** (Form-2) from Controller of Examinations and produce before the DRC at the time of Personal Interview (PI) for admission. Such students are entitled to get exemption from Ph.D. Course Work subject to approval of RAC and fulfillment of other criterias as prescribed in the Ordinance/Regulation for exemption.
12. An M.Phil. Degree holder from Assam University fulfilling the criteria given in the Ordinance/Regulation, admitted in Ph. D. programme is entitled to get exemption from appearing in the Ph.D. Course Work exam. The candidate has to apply in prescribed format for getting exemption from appearing Ph.D. Course Work Examination through the RAC within one month from the date of admission in Ph.D. Course.
13. Prior to the submission of the thesis, a scholar need to apply for presenting pre-submission seminar after completion of at least 2.5 (two-and-a-half) years from the date of admission as per Format 10 B.
14. A Ph.D. Scholar must submit three hard copies of the abstract within 1000 words along with a soft copy written in CD with the pre-submission seminar report within 15 days from the successful completion of pre-submission presentation as per Format 10 A.
15. The Ph.D. thesis should be submitted within six months from the date of pre-submission but not earlier than 3 years from the date of admission. In case, a Ph.D. scholar fails to submit the thesis within six months from the date of pre-submission presentation she/he needs to take special permission from the competent authority on recommendation of RAC for the same.
16. The scholar shall submit three softbound (paperback) copies of the thesis (both side typed) with a copy written in CD which is checked and certified for plagiarism along with documents as prescribed and fee receipts within six months from the date of successful pre-submission presentation as per Format 11A but not earlier than 3 years from the date of admission.

Thesis shall be printed on both side of the paper (A-4 size) with a margin of at least 3 cm from all sides (excluding binding space) with double spacing.
17. Research Scholar, Supervisor and HOD should certify that the thesis is the exact replica of the same while submitting for plagiarism check and evaluation.
18. A Ph.D. research scholar must publish at least one (1) research paper in a refereed journal and present two (02) papers in national conferences/ seminars before the submission of the dissertation/ thesis for adjudication and produce evidence for the same in the form of presentation certificates and or reprints. Copy of a published research paper along with two research paper presentation certificates in national conferences/seminars must be countersigned by the Supervisor and the concerned Head of the department while submitting the thesis. Research paper and published paper must be from the research undertaken and the time period must be within the Ph.D. Course.
19. Same as 5-9 above.
20. Two hard bound copies of the final Ph.D. thesis with a copy written in CD which is certified for plagiarism verification along with the viva-voce report (mandatory) shall reach the Examination Branch within fifteen days from the date of completion of successful viva-voce for award of the degree. No degree will be awarded before receipt of the final hard bound copy of the thesis by the examination section.

Final hard bound (rexin or cloth) copy shall have to be printed in 100 GSM Bond paper in single side. The title of the thesis shall be printed on the spine along with year of award.
21. In case of any revision of the thesis/dissertation suggested during the process of evaluation, the revised thesis/dissertation (including revised soft copy in CD) shall be submitted through proper channel after incorporating all suggestions/comments as made by the examiner to the Examination Branch for re-evaluation. A detailed revised report must be submitted by the research scholar along with the revised thesis/dissertation

through the Supervisor and the Head. The revised version needs to be freshly checked for plagiarism.

The soft bound (paperback) copy of the revised thesis with a copy written in CD which is checked for plagiarism along with the detailed revised report needs to be submitted after certification from the Library for re-evaluation.

The hard copy of the revised thesis after minor correction, if any, will be submitted in the final form (ref. 20) along with successful viva voce report to the Examination Section. The revised Ph.D. thesis must have a plagiarism checked certified copy written in CD.

22. In case, revision of a thesis/dissertation is suggested during viva-voce examination, two final copy of the revised thesis after certification from AU Library for plagiarism check must be submitted along with the successful viva-voce report to the Examination Branch for award of the degree.

Compliance with the above procedures by all concerned while submitting the thesis/dissertation is mandatory for awarding M.Phil./Ph.D. degrees from Assam University according to the revised AU Ordinance/Regulation (First amended) on M.Phil. and Ph.D. programmes.

All Head of the Departments are kindly requested to take a note of the above and give a wide circulation among all faculties, research scholars and staff of the department. It is also requested to give instructions to all concerned for compliance of the above and verify the checklist (annexed) before forwarding the dissertation/thesis for evaluation and award of the degree to the Examination Section. The checklist needs to be submitted along with the thesis submission format of each research scholar during submission of the thesis from the department.

Your kind co-operation and compliance of the above is very highly solicited.

This is issued with approval of the Vice-Chancellor dated 18.01.2022.



(Dr. S Dutta Roy)

Controller of Examinations

No.AUE/PHD/66/2017 (Part)

Date : 24/01/2022

Copy to :-

1. P.S. to Vice-Chancellor for kind information of the Vice-Chancellor.
2. Pro Vice-Chancellor, AU Diphu Campus, Diphu for kind information.
3. All Deans of Schools, AUS for kind information.
4. Registrar/Finance Officer/Librarian, AUS for kind information.
5. All HODs, AUS/Diphu Campus for kind information and wide circulation please.
6. All Officers
7. System Analyst with a request for uploading in examination portal.



(Dr. S Dutta Roy)

Controller of Examinations

Checklist for submission of M.Phil Dissertation

1. Title registration order
2. Unique enrolment order
3. RAC formation Notification
4. AU Registration Certificate
5. Copy of all Fee receipts including Evaluation Fee
6. Course Work Marksheet
7. Extension order, if any
8. Pre-submission presentation report.
9. One research paper presentation certificate for M.Phil in National level conference / seminar countersigned by concerned Head and supervisor with seal
10. Plagiarism check report and certificate from AU Central Library

Scholar

Supervisor

Head of Dept.

Checklist for submission of Ph.D. thesis:

1. Title registration order
2. Unique enrolment order
3. RAC formation Notification
4. AU Registration Certificate
5. Copy of all Fee receipts including Evaluation Fee
6. Ph.D. Course Work Marksheet
7. Course work exemption order
8. M.Phil Degree M/S and certificate along with notification
9. Extension order, if any
10. Pre-submission presentation report.
11. One (1) research paper publication in refereed journal countersigned by concerned Head and Supervisor with seal
12. 2(two) research paper presentation certificates presented in national conference / seminar countersigned by concerned Head and Supervisor with seal
13. Plagiarism check report and other certificates from AU Central Library

Scholar

Supervisor

Head of Dept.