



GIRIJANANDA CHOWDHURY UNIVERSITY, ASSAM

Main Campus: Hatkhowapara, Azara, Guwahati-781017

Constituent Campus: Kunderbari Rd, Dekargaon, Tezpur-784501

SOP for Submission and Evaluation of Ph.D. thesis

Procedure for Pre-submission Process

1. The draft thesis submitted by the candidate scholar shall initially be scrutinized and evaluated by the concerned supervisor and co-supervisor (if applicable). If the supervisor and co-supervisor (if applicable) are satisfied with the quality and standard of the thesis, it shall be recommended for pre-submission process.
2. The copy of the dissertation in its complete form in spiral binding (one copy) along with a soft copy in PDF by e-mail shall be submitted to the Head of the concerned department or Dean of the school (as applicable) along with recommendation of the supervisor, for further processing.
3. The Head of the department/Dean of the school shall organize preliminary internal evaluation of the thesis by engaging minimum two faculty members/experts (internal evaluators) from the University.
4. The Internal evaluators shall submit an evaluation report (jointly or separately) after evaluating the thesis to the Head of the department/Dean of the school and the report shall be communicated in its full form to the candidate through the supervisor.
5. The candidate in consultation with the supervisor shall take appropriate measures to incorporate the corrections suggested in the evaluation report. However, the candidate shall have the liberty to accept or reject those suggestions after consultation with the supervisor and retain the original draft with proper justifications.

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6. The supervisor in consultation with Head of the department/Dean of the school shall organize a pre-submission seminar and ask the candidate to present his/her thesis in presence members of the DRC, internal evaluators and research scholars of the department.
7. In the pre-submission seminar, the internal evaluators shall present a brief evaluation report highlighting quality and originality of the thesis for the benefit of other members present.
8. If there is no adverse opinion regarding quality and originality of the thesis from the internal evaluators and the members of the DRC, upon successful presentation of the thesis by the candidate and on fulfilment of all requisite norms to submit the thesis, the DRC shall recommend final submission of the thesis.
9. Before final submission, the supervisor shall arrange plagiarism and use of AI tools limit check of the thesis with the help of prescribed software and countersign the certificate issued by the University Librarian.

Procedure for Final Thesis Submission

1. The candidate shall be required to submit the abstract (maximum 2000 words) and the main thesis in PDF format to the designated confidential email ID of the Dean (Academic) within 90 days from the successful completion of the pre-submission seminar along with the Plagiarism check certificate, recommendation from the HOD/Dean, Certificate from the Supervisor and Co-supervisor (if applicable) and requisite fees.
2. As on July, 2025, the thesis submission fees and Viva-Voce fees are Rs. 10000/- and Rs. 25000/- respectively, which may be revised time to time.

Procedure for Evaluation of Thesis

1. Dean (Academic) shall organize evaluation of the thesis by minimum two external experts (preferably one from outside the state) selected by the Vice-Chancellor from a panel of experts.


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2. A panel of external experts consisting of minimum eight members not below the rank of Associate Professor in a university/institute/a senior scientist in a research organization shall be approved by the DRC from the proposal submitted by the concerned supervisor.
3. After receiving the approval of two names of experts from the Vice-Chancellor, the Dean (Academic) will make necessary arrangements to send the thesis to the designated external evaluators.
4. The Dean (Academic) must arrange and take all necessary steps including sending reminders as necessary for the completion of the whole process of external evaluation within a period of two months (60 days).
5. After receiving at least two positive evaluation reports from the external evaluators the Dean (Academic) shall place the report before the Vice-Chancellor for perusal. If one of the evaluation reports (or both) from any external experts are negative, the Dean (Academic) may arrange to send the thesis for evaluation to the 3rd/4th external expert with approval from the Vice-Chancellor.
6. On fulfilling all requisite norms and approval from the Vice-Chancellor, the Dean (Academic) shall ask the concerned supervisor to organize final Viva-Voce examination (either online or offline) inviting the viva-voce examiner appointed by the Vice-Chancellor. Suggestions and corrections (if any) recommended by the external expert must be incorporated by the candidate before the viva-voce examination.
7. After completion of successful Viva-Voce examination, Dean (Academic) present all Viva-voce report (duly signed by the designated external examiner, supervisor, and Head/Dean) of the candidate to the Vice-Chancellor for the approval of the degree.
8. Two (02) hard bound copies of thesis (for Central Library and the Department library) as per specifications prescribed and one PDF soft copy (for uploading in Shodhganga@INFLIBNET) shall be submitted to the office of Dean (Academic) before approval of the Degree.



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Approval and Notification of the Award of Degree

1. Pending approval of the Board of Management of the University, the Dean (Academic) with approval of the Vice-Chancellor shall make necessary notification for award of the degree of Doctor of Philosophy immediately after successful completion of the Viva-Voce examinations.
2. The Board of Management of the University shall approve the degrees awarded and notified with the approval of the Vice Chancellor in due course.



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