

Ph.D. REGULATIONS (2023)

**Adopted by the Academic Council vide Resolution No. AC/2023/01/02 dated
13/01/2023 and approved by the Board of Management in its meeting
held on 13/01/2023
(As amended upto September 2026)**



GIRIJANANDA CHOWDHURY UNIVERSITY (GCU), Assam

**N.H-37, Hatkhowapara, Azara, Guwahati-781017, Kamrup,
Assam**




Registrar
Girijananda Chowdhury University, Assam
Azara, Guwahati - 781017

Ph.D. Rules and Regulations (2023)

1. Introduction

Girijananda Chowdhury University (GCU), Assam shall offer programs leading to the award of Ph.D. degree through its wide range of areas in Engineering, Pharmacy, Applied Science, Management, Humanities and Social Sciences, with a special emphasis on maintaining interdisciplinary research to support the major issues confronting the community, society, the entire North Eastern Regions, and the country as a whole. The award of Ph.D. degree shall be in recognition of high academic achievements, independent research and application of knowledge to the solution of social, managerial, technical and scientific problems. The degree of Doctor of Philosophy (Ph.D.) of the GCU shall be conferred on a scholar who fulfills all the requirements specified in these Ordinances and Regulations.

The procedure and requirements spelt out in these Ordinances and Regulations aims to ensure high standards of performance in research work at the University.

2. Frequently used Terminologies and definition

Doctor of Philosophy (Ph.D.): "Doctor of Philosophy (Ph.D.)" denotes that the degree holder has successfully completed the required course curriculum and conducted a significant amount of original research, which has been carried out and reported by the holder under proper academic supervision and in a research environment for a predetermined amount of time.

Research: The term "research" refers to a methodical study or inquiry that aims to provide new information in the form of facts or patterns, fresh interpretations of concepts, or the development of novel technologies.

Supervisor/guide: "Supervisor" means a regular faculty member of Girijananda Chowdhury University who meets the UGC basic qualifications to supervise the research work carried out by the student/candidate for Ph.D.

Co-supervisor/Co-guide: "Co-supervisor" refers to a person authorized by GCU to oversee a student's research project alongside a designated GCU Supervisor. He/She may or may not be a member of the GCU faculty.

Research Scholar or Ph.D. Scholar: 'Research Scholar' means a post-graduate student who is admitted and enrolled into the Ph.D. program of Girijananda Chowdhury University (GCU) through the standard procedures adopted by the University. The candidate admitted by the University may be either under full-time mode or Part-time mode for pursuing Doctoral Program for the award of Ph.D. degree.

Course Work: 'Course work' means a theory or practical subject that may be prescribed by the Doctoral Committee for the candidate to undergo as a part of the program's requirement specified by UGC regulations.

GCU-RET: 'GCU-RET' refers to Girijananda Chowdhury University-Research Entrance Test. It is a standard entrance test conducted by the University Academic Registrar for screening of candidates to be admitted to the Ph.D. program under various courses under GCU.

External examiner: 'External Examiner' refers to the subject expert appointed by the University who shall be involved to evaluate and examine the Ph.D. thesis or dissertation of the candidate.

Counseling: Any postgraduate department or Schools under the premises of GCU shall conduct an academic interview to select candidates for admission to Ph.D. programs. It is a crucial step that all potential Ph.D. scholars should go through. Failure to attend a Counseling Session may result in the candidacy being rejected.

3. Statutory Bodies and their responsibilities

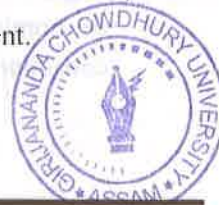
3.1. THE RESEARCH COUNCIL

3.1.1. Constitution of the Research Councils: The Research Council administers the research programs of the University. The Research Council shall consist of the following:

- (a) The Vice Chancellor shall be the ex-officio Chairperson
- (b) All Deans of the Schools of Studies and the dean R&D shall be the members
- (c) Five Professors nominated by the Academic Council
- (d) Two teachers nominated by the Vice Chancellor
- (e) Three reputed academicians from other Universities/Higher Education Institutions
- (f) The Controller of the Examinations shall be the ex-officio Member secretary

3.1.2. The Powers & functions of the Research Council: The Research Council shall be mainly responsible for the following functions:

- (a) Shall arrange for policy formulations for research in the different Schools of Studies.
- (b) Shall recommend guidelines on identification of the Thrust areas of research by the various department under the schools of studies.
- (c) Shall recommend the draft Ordinance and regulations for admission to the Ph.D. programs consistent with the Guidelines and the Regulations of the Government.



- (d) Shall recommend guidelines for conduct of research leading to the award of the Ph.D. degree in various subjects consistent with the Guidelines and Regulations of the Government.
- (e) Consider recommendation of the Deans of the Schools on the formation of the Doctoral Committee (DC), and the Departmental Research Committee (*DRC) for the PhD students.
- (f) Shall consider the progress reports of the Ph.D. students as recommended by the DRCs.
- (g) Shall consider the Panels of the Examiners of the Ph.D. thesis as recommended by the DRCs and recommend to the Vice Chancellor for appointment of the Ph.D. thesis Examiners from the recommended panels.
- (h) Shall consider the Reports of the Ph.D. thesis examiners for recommendation to the Academic Council for recommendation of the award of the Ph.D. degree.
- (i) Shall examine all research work of the University for ensuring compliance of the guidelines, Regulations of the regulatory bodies to ensure the standard and quality of research.
- (j) Shall supervise and monitor the Student Research Projects, Field Studies and Internship projects of the graduate and post graduate students consistent with the requirement of the prescribed guidelines, Regulations, etc., of the University and the regulatory bodies of the Government.

3.2. THE DEPARTMENTAL RESEARCH COMMITTEE (DRC)

3.2.1. Composition of the Department Research Committee: Department Research Committee is the Research Committee of a teaching department of the University. There shall be a Departmental Research Committee (DRC) constituted as below in each Department –

- a) Head of the Department - Chairperson*
- b) All eligible Ph.D. Supervisors of the subject concerned - Members
- c) Minimum two members outside of the department
nominated by the Vice Chancellor as and when necessary. - Members

Regulations:

- a) In case, the Head of the Department is not an eligible Ph.D. Supervisor, the Dean of the school concerned shall be the Chairperson of the DRC concerned. He/ She shall function until the Head of the Department acquires eligibility to be a Supervisor.
- b) Provided that in the case of Departments where the Head of the Department being a single eligible recognized Supervisor, at least two members for the DRC of such Departments shall be nominated by the Dean of the School concerned from the allied Departments in consultation with the Chairperson, DRC.

- c) Provided further that the Vice-Chancellor shall constitute appropriate DRCs for the subjects in which there is no Post Graduate teaching Department in the University.

3.2.2. Functions of the DRC: The DRC shall consider all matters related to the research works in the subject(s) concerned. The functions of the DRC are

- a) It shall look after all activities related to entrance and admission to the Ph.D. Course Work as per the prescribed admission criteria (**Clause 5**) and procedure.
- b) It shall conduct and do the needful for evaluation of the Ph.D. Course Work.
- c) It shall consider the recommendations of the Doctoral Committees related to the registration of the Ph.D. research Scholars. It shall recommend a Ph.D. Proposal and Synopsis for Final Registration only after its presentation before the DRC by the concerned Scholar.
- d) It shall convene the end Semester presentations of the Ph.D. Scholars of the concerned department.
- e) It shall scrutinize the progress reports of the Ph.D. research Scholars in regular interval and recommend the same to the Dean of the School concerned.
- f) The DRC shall organize the pre-submission seminars of the Ph.D. Scholars and receive the abstracts along with the panel of examiners from the Doctoral Committees and recommend to the Research Council concerned for further needful.
- g) The DRC shall consider any other issues relevant to the Ph.D. works of the scholars.

3.3. THE DOCTORAL COMMITTEE (DC)

3.3.1. Composition of the Doctoral Committee (DC): The formation of the DC will be initiated by the supervisor(s) to monitor the progress of each of the research students. The DC shall consist of supervisor(s) and a minimum of two faculty members of the Department/Centre concerned in which the research student pursues his/her research work, with the supervisor as the chairperson. A maximum of two members may be from allied Department(s)/Centre(s) of the University to this Committee. The number of members of the DC shall not exceed 5 (five). The formation of the Doctoral Committee shall be notified by the Chairperson of the DRC concerned and the copies of it shall be sent to the Offices of the Dean of the School concerned, Dean, Research and Development and Joint Registrar (Academic).

3.3.2. Functions of the Doctoral Committee (DC): The Doctoral Committees shall be responsible for following functions

- a) The Doctoral Committee shall examine the research proposals and recommend the same to the DRC concerned if found appropriate for Ph.D. registration.
- b) It shall monitor the progress of research of the scholar and recommend the progress reports to the DRC concerned. The progress of the research scholar shall be regularly monitored by

the DC. The six-monthly progress reports shall be first presented before the DC. The DC shall forward the same subject to its recommendation to the DRC.

- c) It shall monitor, suggest and guide the Ph.D. Scholar on her/his research as and when necessary.
- d) It shall examine the abstracts of the Ph.D. Thesis prior to the pre-submission seminar and recommend the same to the DRC concerned.
- e) It shall ensure the corrections and modifications in the thesis as per the recommendation of the examiners before the viva-voce examination.

3.3.3. Timeline for Constitution of DC/DRC: The DRC of each Department shall be constituted at the time of commencement of Ph.D. admissions in that Department/School and shall continue on a standing basis thereafter. The DC for each Ph.D. Scholar shall be constituted by the concerned Supervisor within one month of allotment of the Supervisor.

4. Allocation/recognition/change of the Research Supervisor/Co-supervisor

Eligibility criteria to be a Research Supervisor, Co-Supervisor with Number of Ph.D. scholars permissible per Supervisor, supervisor's obligations, change of supervisors etc. were discussed as follows:

4.1. Any permanent Professor/Associate Professor of the University, with a Ph.D. and having at least five research publications in peer-reviewed or refereed journals and any permanent Assistant Professor of the university with a Ph.D. degree and at least three research publications in peer-reviewed/refereed journals/UGC-CARE Journals may be recognized as Research Supervisor.

4.2. Scientists working in Central government/State government research institutions whose degrees are given by Higher Educational Institutions, the scientists in such research institutions who are equivalent to Professor/Associate Professor/Assistant Professor can be recognized as co-supervisors/co-guide under GCU if they fulfill the above requirements (**clause 4.1**). An application in prescribed format (**Form-1**) needs to be submitted after the allocation.

4.3. Research supervisors cannot supervise research scholars in other institutions, where they can only act as co-supervisors with prior approval of the Vice-Chancellor. Ph.D. awarded by a university under the supervision of a faculty member who is not an employee of the university or its affiliated Post-graduate Colleges/institutes would be in violation of these Regulations.

4.4. Provided that in areas/disciplines where there is no or only a limited number of peer reviewed or refereed journals, GCU may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.

4.5. Only a full-time regular teacher of the University can act as a Research Supervisor. Adjunct faculties are not permitted to be Research Supervisors except being Co-supervisor. However, Co-Supervisors from within the same department or outside the university may be permitted with the approval of the Research Council.

4.6. In the case of topics which are inter-disciplinary/multidisciplinary and where the Schools/Department concerned feels that the expert opinion in the research topics has to be

supplemented from outside, the GCU on behalf of DRC may appoint a Research Co- supervisor from the outside the Department/ Schools/ Faculty/ College/ University on such terms and conditions as may be specified and agreed upon by the consenting Institutions. It is obligatory to submit the approval in Prescribed format (**Form- VII**) for recognition of outside laboratory/Dept.

4.7. The allocation of Research Supervisor under GCU for a selected research scholar shall be decided strictly as per UGC regulations (2022). This may be decided by the Departmental Research Committee concerned depending on the number of scholars per Research Supervisor, availability of specialization among the Supervisors, and research interests of the scholars as indicated by them at the time of interview/viva voce.

4.8. A Research Supervisor who is a professor cannot guide more than eight (8) Ph.D. scholars at any given point of time. An Associate Professor as Research Supervisor can guide up to a maximum of six (6) Ph.D. scholars and an Assistant Professor as Research Supervisor can guide up to a maximum of four (4) Ph.D. scholars as per UGC regulations.

4.9. Each Research Supervisor/Co-Supervisor can guide two international students on a supernumerary basis over and above the permitted number of Ph.D. scholars as specified (**clause 4.8**) above

4.10. GCU may decide their own selection procedure for Ph.D. admission of international students keeping in view the guidelines/norms in this regard issued by statutory/regulatory bodies concerned from time to time.

4.11. At any point, the total number of Ph.D. scholars under a faculty member, either as a supervisor or a co-supervisor, shall not exceed the number prescribed (**clause 4.8 and clause 4.9**).

4.12. In case of relocation of a woman Ph.D. scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate, provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent Institution/ Supervisor from any funding agency. The scholar shall, however, give due credit to the parent guide and the institution for the part of research already done.

4.13. Faculty members with less than three years of service before superannuation shall not be allowed to take new research scholars under their supervision as per UGC regulations. However, such faculty members can continue to supervise Ph.D. scholars who are already registered until superannuation and as a co-supervisor after superannuation, but not after attaining the age of 70 years.

4.14. The Supervisor's Obligations

4.14.1. It is supervisor's responsibilities to ensure all formalities described in the PhD Regulations and also in the Ordinances of GCU are fulfilled. The supervisor is also expected to guide the Ph.D. scholars in other related issues of teaching skills and career guidance.

4.14.2. The supervisor's responsibilities include information and advice to scholars on all aspects related to the Ph.D. program while focusing on guidance on academic aspects of research activities. This may include regular meetings with a scholar (typically once a week unless restricted due to reasons otherwise).



4.14.3. The supervisor should ensure relevant and adequate advice on important aspects such as involvement of additional supervisors were deemed appropriate, whether the proposed Ph.D. project is feasible within the given time frame, whether the project has the potential to lead to new results of significantly high standard of an international level Ph.D. thesis, and whether the scholar has sufficient time to enable him to have a realistic opportunity for submission of thesis. It is envisioned that an ideal Ph.D. program necessitates a good working relationship between the student and the supervisor from the beginning of the Ph.D. program and they have reached an agreement on the demands and expectations from each other.

4.14.4. Other responsibilities of the supervisor include:

- Guiding the scholar about the choice of relevant courses and conferences related to the field.
- Advising the scholar for contacting relevant national and international organizations in the area of research.
- Assisting the scholar on incorporation of knowledge dissemination element in the course of study.
- Regular review and feedback on the Ph.D. project
- Preparation of the final statement from supervisor summarizing the overall Ph.D. program at the time of Ph.D. thesis submission
- Active participation in the assessment and Ph.D. defense.

4.15. Provision for change of supervisor/co-supervisor:

4.15.1. For change of supervisor/co-supervisor within the Ph.D. tenure, a candidate may apply in the prescribed format (**Form-I**) with an undertaking letter (*specifying valid reasons*) to the Chairman (DRC) of the university. A candidate's request to switch supervisors may or may not be approved depending on the application's scrutiny and the DRC's recommendation.

4.15.2. In any circumstances, if the supervisor leaves the University permanently, and to maintain the smooth functioning of the Ph.D. research work, the DRC shall recommend him/her to act as Co-supervisor of his/her Ph.D. students and in the meanwhile may appoint a qualified faculty member (**Clause 4.1., 4.2., & 4.8**) of the University to act as Supervisor.

4.15.3. In any circumstances, if the supervisor temporarily leaves the University on lien or voluntarily retires from service, he/she shall continue to supervise the student(s) till the project work is completed. However, with the supervisor's approval, the student(s) may submit an application to the DRC/CRC for a Co- or a different supervisor.

4.15.4. In any circumstances, on the death/serious illness of supervisor while guiding the Ph.D. student's, the DRC based on (a) the consent of the ill supervisor inability to guide further, and (b) student's concern, shall take necessary actions to appoint a new

supervisor from the respective department/schools, while ensuring that the student's work and tenure in the Ph.D. program are not jeopardized.

- 4.16. Allotment of Supervisor and Constitution of DC: The Research Supervisor for a Ph.D. Scholar shall ordinarily be allotted by the DRC concerned within one month of the Scholar's completion of Ph.D. course work. The DC shall thereafter be constituted within one month of such allotment, as specified in Clause 3.3.3 above, and the subsequent stages of the Ph.D. work, presentation of the research proposal, synopsis, progress report, final registration, and further progress reporting, shall follow the timeline prescribed in the PhD Academic Calendar as given in the section 11.2.6.

5. Eligibility criteria for admission to the Ph.D. program

The following criteria are eligible for any candidate to seek admission to the Ph.D. program to GCU (Assam):

- 5.1 Candidates for admission to the Ph.D. program of GCU (Assam) shall have successfully completed the following criteria:

5.1.1. A candidate successfully completing 1-year/2-semester Master's degree program (after 4-year undergraduate degree) securing at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed. OR an equivalent degree from a foreign educational institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of educational institutions.

5.1.2. A candidate successfully completing 2-year/4-semester Master's degree program (after 3-year undergraduate degree), with the same conditions as specified above (*clause 5.1.1*)

5.1.3. A candidate seeking admission after a 4-year/8-semester bachelor's degree program should have a minimum of 75% marks in aggregate or its equivalent grade on a point scale wherever the grading system is followed. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

5.2. Candidates who have cleared the M. Phil. course work with at least 55% marks in aggregate or an equivalent degree from a Foreign Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of educational institutions, shall be eligible for admission to the Ph.D. program.

- 5.3 Reservation criteria: A relaxation of 5% of marks or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

Note: The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above

are permissible based only on the qualifying marks without including the grace mark procedures, if any.

6. Duration of the Program

- 6.1. Ph.D. program in GCU (Assam) including course work shall be for a minimum duration of three years and a maximum of six years as per specified in UGC regulations 2022.
- 6.2. For any extensions that go beyond the aforementioned parameters (**Section 6.1**) shall be subject to the pertinent provisions outlined in the ordinances of the University or specific Institution in question, but not for longer than two years and not exceeding eight (8) years from the date of admission. The extension of time allowed requires the prescribed format (**Form-IX**) for submission of Ph.D. thesis
- 6.3. Women candidates and candidates who are differently-abled (more than 40% disability) may be allowed a relaxation of two years for a Ph.D. in the maximum duration and not exceeding ten (10) years from the date of Ph.D. program. In addition, women candidates may be provided Maternity Leave/Child Care Leave for up to 240 days once in the entire duration of Ph.D.
- 6.4. The registration of a student will stand cancelled in case of failure of submission of thesis within the prescribed period including the extended period. Such students shall be allowed to re-register as a fresh candidate for continuation of his/her research. He/she shall be treated as fresh candidate however the minimum period for thesis submission shall be four (4) semesters.

7. Procedure of Admission

- 7.1. GCU shall admit Ph.D. Scholars through a research entrance test via the GCU-RET conducted at the university level. Provided that, any circular/notification/communication by the UGC/Ministry of Education, Govt. of India regarding the conduct of a common entrance test for this purpose shall be applicable and binding on the Universities concerned (and covered under such a circular/notification/communication) taking into account the reservation policy of the central/state government from time to time.

- 7.2. Ph.D. admission notification shall well in advance be published on the institutional website and through advertisement in the newspaper/news portal, the number of seats for admission, subject/discipline-wise distribution of available seats, criteria for admission, the procedure for admission, examination center(s) where entrance test(s) shall be conducted and all other relevant information for the benefit of the prospective candidates. Admission to Ph.D. shall adhere to the National/State-level reservation policy, as applicable.
- 7.3. Admission to the Ph.D. programs shall be made using the following criteria:
- 7.3.1. Eligible candidates may download the application form (**Form-II A**) available in the website of GCU. The application form must be completely filled up and the form along with the required documents (duly attested) shall be sent to the Academic registrar office on or before the deadline indicated for the purpose. No application shall be entertained beyond the specified date deadline.
- 7.3.2. Candidates who fall under any of the categories viz (a) Sponsored (**Form-III**), (b) Part-time (**Form-IV**), and (c) Project Fellow (**Form-V**) must include along with the application format, a No Objection Certificate (NOC) from their employer/Project Investigator in the above prescribed formats. Such candidates shall complete their course work within the specified period and shall be allowed to submit the Research proposal by the third semester.
- 7.3.3. Candidates who qualify for fellowship/scholarship in UGC-NET/UGC-CSIR NET/GATE/GPAT/CEED and similar National level tests shall be automatically selected for direct interview and shall be exempted from the GCU-RET written test. For review, a copy of the certificate proving passing the competitive national level test must be sent with the application. For general applicants who do not meet the requirements of the aforementioned National level assessments, a written test (GCU-RET) and interview will be required.
- 7.3.4. The panel of applicants suggested for admission by a committee chosen by the Chairperson, DRC, shall be forwarded to the Controller of Examination for further process of examination. The list of candidates qualifying in the entrance test shall be displayed in the University website for further progress to personal interview with specified dates.
- 7.3.5. GCU-RET syllabus shall consist of 50% of research methodology, and 50% shall be subject specific.
- 7.3.6. Students who have secured 50 % marks in the entrance test are eligible to be called for the interview.
- 7.3.7. A relaxation of 5 % marks will be allowed in the entrance examination for the candidates belonging to SC/ST/OBC/differently-abled category, Economically Weaker Section (EWS), and other categories of candidates as per the decision of the Commission from time to time.

- 7.3.8. GCU may decide the number of eligible students to be called for an interview based on the number of Ph.D. seats available.
- 7.3.9. Provided that for the selection of candidates based on the entrance test conducted by the GCU, a weightage of 70 % for the entrance test and 30 % for the performance in the interview/viva-voce shall be given.
- 7.3.10. The Controller of Examination will notify final list of the selected candidates for admission to the Ph.D. program via the university website and other channels.
- 7.4. An interview/viva-voce has to be organized at university level, wherein the candidates are required to discuss their research interest/area through a presentation before a duly constituted Departmental Research Committee (DRC).
The interview/viva-voce shall also consider the following aspects, viz. whether:
- 7.4.1. The candidate possesses the competence for the proposed research;
- 7.4.2. The research work can be suitably undertaken at the University;
- 7.4.3. The research topic is relevant.
- 7.5. GCU shall maintain a list of Ph.D. supervisors (specifying the name of the supervisor, his or her designation, and the department/school/center), along with the details of Ph.D. scholars (specifying the name of the registered Ph.D. scholar, the topic of his/her research and the date of /registration.
8. Course work: Credit requirements, attendance, duration, syllabus, minimum standards for completion, etc.
- 8.1. For Ph.D. coursework the Credit requirement shall be in a minimum of 12 credits, including a research methodology course and "Research and Publication Ethics" course as notified by UGC vide D.O. No. F.1- 1/2018 (Journal/CARE list) in 2019. The Ph.D. curriculum based on the recommendation of the University Research Council can also implement UGC recognized online courses as part of the credit requirements for the Ph.D. program.
- 8.2. Any school or department that wishes to enroll Ph.D. candidates must first establish the DRC and create a course syllabus along with course curriculum with the appropriate permission of the relevant Committee(s) for the students' course work. No department or school should be permitted to enroll Ph.D. students without fully developing its own course syllabus.
- 8.3. All candidates admitted to the Ph.D. program shall be required to complete the coursework prescribed by the Schools/Department during the initial one or two semesters.

Provision of blended mode should be made available. In unavoidable circumstances, DRC may allow another one semester to complete the course work.

- 8.4. The Department where the scholar pursues his/her research shall prescribe the course(s) to him/her based on the recommendations of the Departmental Research Committee (DRC).
- 8.5. All courses prescribed for Ph.D. course work shall conform to the credit hour instructional requirement and shall specify the content, instructional, and assessment methods. They shall be duly approved by the authorized academic bodies.
- 8.6. During course work, students must report to the department/center on a regular basis and attend courses or complete given assignments. For all categories of students, the proportion of attendance during course work must be 75%.
- 8.7. Once the DRC decides on the nature of course work a student shall register for the course(s), submitting the Ph.D. course registration form in the prescribed format (**Form-II B**).
- 8.8. Those who have completed course work of equivalent standard/credits at another university may be exempted from course work at GCU, and credits obtained by the student in other universities may be transferred to GCU for continuation process of the Ph.D. program. The DRC may take all necessary actions by recommending to the Chairperson (RC) for necessary approval. However, if the DRC believes it is necessary, it may recommend course work (credit or non-credit) for the benefit of such applicants.
- 8.9. During their doctoral term, all Ph.D. scholars regardless of their discipline are obliged to complete training in the teaching, education, pedagogy, and writing associated with the Ph.D. subject they have chosen. In order to carry out tutorial or laboratory work and evaluations, Ph.D. scholars may also be given a 4-6 hour per week teaching/research assistantship provided that their research work shall not be hampered.
- 8.10. A Ph.D. scholar must obtain a minimum of 55% marks or its equivalent grade in the UGC 10-point scale in the course work to be eligible to continue in the program and submit his or her thesis. If a student does not achieve the required or desired percentage marks or CGPA, he/she will be given the opportunity to improve the CGPA, but only one time.

9. Provisional and Final Registration process of a Ph.D. candidate

The candidate who has completed the minimum requirement for completion of course work as prescribed in the UGC guidelines shall be eligible to register under the following clause.

- 9.1. The student after prior discussion with his supervisor/co-supervisor(s) shall submit a research proposal to the DC through his/her supervisor within 3 months after completion of the course work. After that he/she will submit a synopsis to the DRC within next 3 months. Thus, the maximum duration of both proposal and synopsis submission is total 6 months after completion

of the course work. The Chairperson of the DC and DRC shall arrange for seminar of the students for presentation of the research Proposal and Synopsis respectively.

9.2. The process of Provisional Registration of all admitted Ph.D. scholars who have successfully completed their Ph.D. Coursework will begin after the declaration of results of the Ph.D. Coursework examination. Successful Ph.D. scholars will be required to submit a proposal and synopsis of the proposed Ph.D. work to the respective DRC through the DC, which after due consideration by the DRC, will be forwarded to the Dean (Academic) for provisional registration. The date of Provisional Registration will be with effect from the date of admission into the Ph.D. programme.

9.3. The process of Final Registration shall begin with a Final Registration Seminar, which the Ph.D. scholar will present before the DRC in the concerned department. The Final Registration Seminar is an open seminar which will be notified at the departmental level, a copy of which will be forwarded to the Dean (Academic) for record.

(i) A candidate provisionally registered for Ph.D. Degree shall be required to apply for final registration in the prescribed format within 24 (twenty-four) months from the date of Provisional Registration i.e. Date of admission.

(ii) Candidates failing to apply for final registration within 24 (twenty-four) months from the date of Provisional Registration, on the recommendation of the DRC, may be allowed to apply for final registration within 36 (thirty-six) months from the date of Provisional Registration on payment of 'Late Registration Fee' at the prescribed rate (Rs.10,000). Such Late Registration Fee must be deposited within 3 months after the first 24 months period is over. If a candidate does not deposit the Late Registration Fee within 3 months after the first 24 months, or does not apply for the final registration within the 36 (thirty-six) month period, her/his provisional registration will stand cancelled. However, she/he may be allowed re- admission in the Ph.D. programme bypassing the otherwise mandatory admission test on payment of prescribed fees for the period.

(iii) The date of Final Registration shall be effective from the date of Provisional Registration.

9.4. Proposed research proposal/synopsis areas must be socially relevant/locally need-based/nationally important/globally significant/create value for society or in cutting-edge areas or contribute to new/additional knowledge in areas of emerging concerns worldwide. The proposal must include the hypothesis/novelty, study technique, types of experiments/field work, and the predicted output and significance of the research proposal, all of which must be accompanied by authentic literature/references.

9.5. The DRC shall finally take necessary steps to assess the feasibility and novelty of the research synopsis and final registration report. The final registration report shall be submitted to the DRC with the prescribed format for further progress based on the following criteria:

(a) If the study plan is appropriate and feasible and the student is qualified and prepared, the research project may be approved.

- (b) If the research proposal is rejected or requires significant change by the DRC, the student may be required to submit an updated research proposal followed by presentations within the allotted time frame, incorporating the DRC's suggestions and criticisms.

10. Change of category of candidature

- 10.1. A Ph. D. student may change his/her category from full time to part time or vice versa exclusively once throughout the program's duration based on valid and genuine reasons viz. (a) Medical ground, (b) Employability, (c) Other valid reasons.
- 10.2. Change of category may be allowed in the prescribed format (**Form-X**) only after successful completion of the course work with valid documents (NOC/appointment letter) of proof for above reasons.

11. Evaluation/Continuous assessment methods of thesis and minimum standards/credits for award of the degree

- 11.1. Upon satisfactory completion of course work and obtaining the marks/grade prescribed in sub-clause 8.10 above, the Ph.D. scholar shall be required to undertake research work and produce a draft dissertation/thesis within a reasonable time, as stipulated by the Institution concerned based on these Regulations. The DRC shall constitute a Doctoral Committee at respective Schools/Department level to monitor the continuous assessment and progress of the research work.
- 11.2. During the tenure of research work and with the consent of the supervisors, the Ph.D. candidate shall present a seminar on his/her progress report on every semester to the DRC. For documentation purpose, a copy of the progress report (**Form-VIII**) and minutes of the meeting with attendance register shall be maintained by the Ph.D. students (Ph.D. file) through the supervisor and a copy shall be submitted to the DRC duly signed by the respective members. The DRC shall send the progress report to the Controller of Examination for appraisal one of the following recommendations:
- 11.2.1. Satisfactory reports wherein the Ph.D. candidate may be allowed to enroll in the next semester.
- 11.2.2. Satisfactory reports with minor/major revision, wherein the Ph.D. candidate may be allowed to enroll in the next semester (provided changes/revision has been made).
- 11.2.3. Unsatisfactory reports, wherein the Ph.D. candidate may be advised to discontinue.
- 11.2.4. Semester-wise Progress Reports shall be submitted regularly. The Dean (Academic) along with the concerned departments/schools shall be responsible for initiating/requesting the submission of the progress report from the Ph.D. Scholar, through the concerned Supervisor/DC, for each semester.

11.2.5. In cases where a Ph.D. Scholar has paid the requisite fees for a semester but has not been working on the research or has not submitted the required progress report, the matter shall be placed before the DC/DRC concerned, which may recommend appropriate action.

11.2.6. The generalized academic calendar and flowchart for the Ph.D. programme shall be as follows

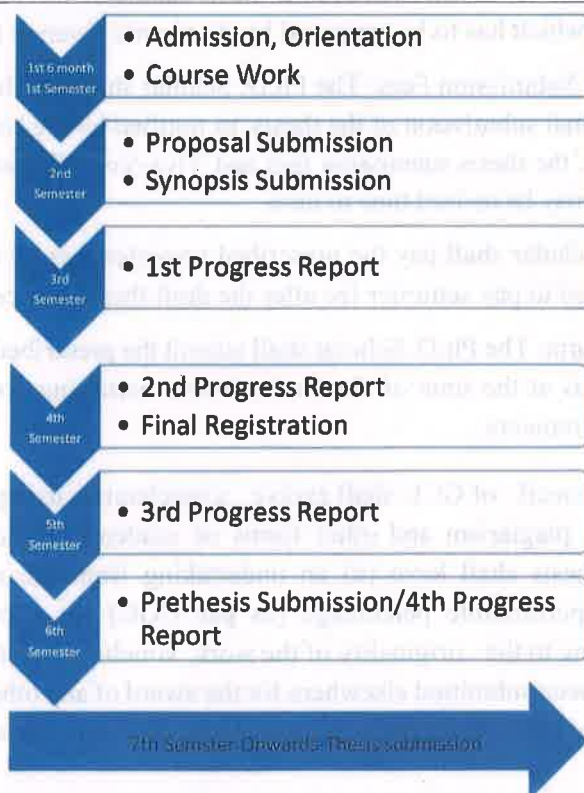
GENERAL PHD ACADEMIC CALENDAR FOR ALL BATCHES

Tentative Flow Chart for January (Winter Session).

[Duration/Time Should be similar for August (Monsoon Session)]

Batch	
December-Jan	Notification for new batch admission
	Last date of application
	PhD Entrance Test-GCURET
	PhD Entrance test result
	Interview of PhD candidates
	Result
1st Semester	
January (by the end of January)	Orientation Program & starting of coursework
First two weeks after orientation (Jan-Feb)	Extensive PhD Coursework classes, presentations, assignments
4 th week of April	Internal Evaluation of coursework.
May	Coursework Examination
May (End of May/June)	Declaration of results by Controller of Examination
June-July	Allotment of Supervisors
June-July	Formation of Doctoral Committee
All the coursework should be completed and passed by the end of first semester. In case of medical or other unavoidable circumstances it can be extended to 2 nd semester with prior application of the candidate and its approval. However, generally no extension is allowed after that.	
2nd Semester	
By August	Presentation and submission of research proposal to DC
By mid-November	Presentation and submission of Synopsis to DRC
By the end of November/Dec	Final copy of synopsis submission to supervisor (three copies with all the corrections/rework)
	Supervisor to Submit DRC approved final synopsis to Dean of respective schools/HOD & office of the Dean (Academic).
3rd Semester	
By June	First progress report & presentation- One copy of Progress Report with Form-VIII to be sent to the office of the Dean (Academic) by the supervisor/HOD
4th Semester	

By December	Second progress report & presentation - One copy of Progress Report with Form-VIII to be sent to the office of the Dean (Academic) by the supervisor/HOD
	Final Registration seminar. APPLICATION FOR FINAL REGISTRATION must be submitted within 24 months from the date of effect of Provisional Registration/Date of Admission
5th Semester	
By June	Third progress report & presentation- One copy of Progress Report with Form-VIII to be sent to the office of the Dean (Academic) by the supervisor/HOD
6th Semester	
By December	Prethesis submission and presentation/Fourth progress presentation and report whichever applicable
7th Semester onwards	Final thesis submission /presentation of thesis. (Candidate who is not ready to submit prethesis/thesis should submit progress report in each 6 month (semester).
Ph.D. program in GCU Assam shall be for a minimum duration of three years and maximum six years including coursework	



Semester wise Tentative Flow Chart for Ph.D. candidates in GCU

11.3. Submission of thesis: The Ph.D. candidate shall strictly follow the guidelines of drafting the thesis as per the template specified in the university website (*Annexure-1*). Thesis will be submitted with the prescribed format and must have certificate of the supervisor as prescribed. Before the submission of the thesis, the scholar shall make a presentation in the Department before the Department Research Committee (DRC) of the University concerned which shall also be open to all faculty members and other research scholars. The pre-submission seminar must be presented during the final semester, and the thesis must be submitted on or before the last date of the specified time, completing all thesis submission requirements.

11.4. The thesis/dissertation of the Ph.D. scholar shall be submitted together with an originality report produced by an anti-plagiarism software application officially approved by UGC. The supervisor (and co-supervisor, if there is any) shall receive an originality report on the whole text of the thesis and shall take this report into account in the evaluation on the submission.

Note: An originality report is not to be considered as sufficient proof that the submitted thesis does not contain plagiarized text. Avoiding plagiarism and other forms of academic misconduct in the authorship of the thesis remains the sole responsibility of the researcher. If the Research Supervisor (or Co-Supervisor) suspects plagiarism, he or she may ask for a re-investigation.

For the extension time for submission of PhD thesis candidate has to take permission in prescribed format (**Form-IX**) which has to be approved by Academic Council (AC)

11.4.1. Final Thesis Submission Fees: The Ph.D. Scholar shall pay the prescribed thesis submission fees at the time of final submission of the thesis, as notified by the University from time to time. As on September, 2026, the thesis submission fees and Viva-Voce fees are Rs. 10000/- and Rs. 25000/- respectively, which may be revised time to time.

11.4.2. The Ph.D. Scholar shall pay the prescribed semester fees up to the approval of draft thesis. He/she is not required to pay semester fee after the draft thesis is accepted or approved.

11.4.3. Clearance Form: The Ph.D. Scholar shall submit the prescribed clearance form, duly verified, along with the thesis at the time of final submission, certifying completion of all academic and administrative requirements.

11.5. The Academic Council of GCU shall evolve a mechanism using well-developed software and gadgets to detect plagiarism and other forms of academic dishonesty. While submitting for evaluation, the thesis shall have (a) an undertaking from the research scholar claiming of plagiarism with permissible percentage (as per UGC) (b) a certificate from the Research Supervisor attesting to the originality of the work, vouching that there is no plagiarism and that the work has not been submitted elsewhere for the award of any other degree/diploma of the same department/School where the work was carried out, or to any other Institution/Universities.

- 11.5.1. Plagiarism Check Procedure: The final thesis shall be checked for plagiarism using the anti-plagiarism software approved by the UGC prior to submission for evaluation, and the resultant originality/plagiarism report shall be submitted along with the thesis.
- 11.5.2. Permissible Similarity Level: The permissible similarity index for the thesis shall not be more than 10% (at present) or prescribed by the UGC from time to time, exclusive of quotations and bibliography. A plagiarism certificate (having not more than 10% similarity countersigned by the supervisor) from the librarian should be submitted along with the thesis.
- 11.5.3. Non-Compliance: Where the similarity index of the thesis exceeds the permissible limit, the thesis shall not be accepted for evaluation, and the Scholar shall be required to revise the thesis and resubmit an originality report within such period as may be prescribed by the DRC concerned.
- 11.6. Examination/evaluation of thesis:
- 11.6.1. Prior to formal evaluation, the abstract of the Ph.D. thesis may initially be sent to the proposed external examiner(s). The examiner shall be required to confirm willingness to evaluate the thesis within fifteen (15) days of receipt of the abstract; if no response is received within the said period, the thesis may be sent to another examiner from the approved panel.
- 11.6.2. The Ph.D. thesis submitted by a research scholar shall be evaluated by at least two external examiners, who are experts in the field and not in employment of the University. Examiner(s) should be academics/renowned professionals in the concerned discipline having a good record of scholarly publications in the field. Out of the two external examiners, one must be from out of the state in which the university is located. Where possible, one of the external examiners may preferably be chosen as a distinguished academician from outside India.
- 11.6.3. The external examiners appointed for evaluating the thesis shall submit the examination report to the examining authority in the format prescribed by the university which indicates whether the thesis is (a) accepted as such without modifications; (b) accepted with major/minor modifications; (c) Not satisfactory for further process to viva-voce, but re-submission may be permitted for re-evaluation, and (d) Fully rejected.
- 11.6.4. The Supervisor must examine not only the thesis but also the opinions of the External Examiners, which must be considered/incorporated by the concerned Ph.D. student in his/her thesis.
- 11.6.5. The viva-voce of the research scholar to defend the thesis shall be conducted only if the evaluation report(s) of the examiner(s) on the thesis recommends acceptance. If one of the evaluation reports of the examiner in case of a Ph.D. thesis, recommends rejection, the university shall send the thesis to an alternate examiner out of the approved panel of examiners and the viva-voce examination shall be held only if the report of the alternate examiner is

satisfactory. If the report of the alternate examiner is also unsatisfactory, the thesis shall be rejected, and the research scholar shall be declared ineligible for the award of the degree.

11.6.6. The examiner shall ordinarily be given a period of two (2) months from the date of receipt of the thesis to submit the evaluation report, extendable by a further period of one (1) month on request. If the evaluation report is not received within the maximum period of three (3) months, the thesis shall be sent to another external examiner.

11.6.7. In the event of recommendations under Clause 11.6.4 (b and c), the student must submit the modified/corrected version of the thesis within six (6) months after making the requested changes. In the event of recommendations under Clause 11.6.4 (d) where both the external examiner completely rejected the thesis, the candidate may be allowed to re-register to the Ph.D. program taking into account that he/she may be exempted from the duration to complete the course work. For any instance, where one examiner accepts the thesis and the second examiner rejects the thesis, the third examiner duly approved by the concerned authority may be appointed for re-evaluation and if the third examiner rejects the same, then the thesis shall deem remains rejected and the candidate may re-register to Ph.D. program as specified above in this section.

11.6.8. For any comments and corrections to revise the thesis made by both the examiners, the same shall be intimated and sent to the supervisors from the Examination cell. The supervisor along with his/her candidate shall made necessary corrections/revisions/modifications to the thesis minimum within the period of four months or as decided by the university and the revised report shall be sent back to the examiner for review.

11.6.9. Thesis Examiner Evaluation Report: The Thesis Examiner Evaluation Report shall be submitted by the examiner in the standard format prescribed by the University, as set out in Annexure in *Form-XIV*.

11.7. Oral defense/viva-voce process:

11.7.1. If the entire process of Ph.D. evaluation is successful, the viva-voce examination based, among other things, on the critiques given in the evaluation report, shall be conducted, wherein the controller of examination shall fix a date for open defense/viva- voce of the concerned Ph.D. candidate. The Research Supervisor and at least one of the two external examiners and shall be open to be attended by Members of the Research Council, DRC members, all faculty members of the Department, other research scholars and other interested experts/researchers.

11.7.2. On completion of all necessary formalities, the house shall recommend its opinion to the Chairperson and AC through the Controller of examination in the standard format prescribed (*Form-XV*) by the university.

11.7.3. Online Viva-Voce: The Ph.D. viva-voce examination may, wherever approved/required, be conducted online through a video-conferencing platform designated by the University, subject to verification of the identity of the candidate and such other procedure and requirements as prescribed by the University.

11.8. Award of Ph.D. degree

11.8.1. The degree shall be entitled to the relevant candidate by the Board of Management, and the award shall be announced by the Controller of Examinations of GCU.

11.8.2. By ordinance, the Chairperson of Board of management is authorized to grant the provisional Degree Certificate before Convocation to a needy student upon receipt of a written request, a supporting document, and payment of any applicable fees.

11.9. If the research results of the thesis constitute new possible things for the protection of intellectual property rights (IPRs), the Ph.D. candidate and Supervisor shall inform the University or the Research Council about the matter. In this case, the Ph.D. candidate, with the consent of the Supervisor, may request that the submitted dissertation be treated discreetly before the thesis is submitted for assessment, until the defence/viva-voce. The IPR Cell or the competent body of the university designated for the purpose shall conduct the procedure for legal and commercial protection of research results, in accordance with the relevant Regulations. In this case, the public defense can be extended, in agreement with the Ph.D. candidate, at the latest for a year, starting on the day of the procedure of evaluation of the dissertation.

12. Ph.D. through Part-time Mode

12.1. GCU shall permit Ph.D. programs through part-time mode, provided all the conditions stipulated in these Regulations are fulfilled.

12.2. A NOC "No Objection Certification (**Form-IV**) shall be obtained through the candidate for a part-time Ph.D. program from the appropriate authority in the organization where the candidate is employed, clearly stating that:

12.2.1. The candidate is permitted to pursue studies on a part-time basis.

12.2.2. His/her official duties permit him/her to devote sufficient time for research.

12.2.3. If required, he/she will be relieved from the duty to complete the course work.

12.3. Not with standing anything contained in these Regulations or any other law, for the time being in force, no Higher Educational Institution or research institution of the Central government or a State Government shall conduct Ph.D. programs through distance and/or online mode.

13. Visits/ Stays at other relevant research institutions/ Industry (Ph.D. related to technical subjects):

The Ph.D. scholar is expected to participate in and stay at other places with active research environments, including research institutions for a part of the Ph.D. period study may be encouraged for the same. To facilitate the international level of education, a lengthy stay of one to six months at a foreign/Indian research institution in an organization academically relevant to the Ph.D. programs is envisaged. It is expected that residence may be for a minimum length of three consecutive weeks.

14. Depository with INFLIBNET/Institutional Electronic Archive:

Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree(s), the Schools/Department concerned shall submit an electronic copy of the Ph.D. thesis to the INFLIBNET/Institutional Electronic Archive, for hosting the same so as to make it accessible to all Institutions.

15. Authorship

For academic accountability, all the authors must make a genuine, identifiable contribution to the content of a research publication in experimental planning, experimentation, collection/analysis of data, software, and/or writing of the text. It is also important that all authors have agreed on the final version of the work to be published. Unless it has been explicitly stated otherwise, they all share responsibility for the published work.

16. Submission and Evaluation of Ph.D. thesis

Procedure for Pre-submission Process

(i) 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.

(ii) 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.

(iii) 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 peer reviewers) from the University.

(iv) 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.

(v) 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.

(vi) 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 the presence of members of the DRC, internal evaluators and research scholars of the department.

(vii) 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. After pre-submission seminar, a draft copy of the thesis will be examined by two internal experienced peer examiners to assess the incorporation of suggestions made during the pre-submission seminar as well as all the aspects mentioned in the Ph.D. regulations and certify accordingly.

(viii) 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.

(ix) 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

(i) 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.

(ii) As on September, 2026, 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

(i) 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.

(iii) 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.

(iv) 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.

(v) 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).

(vi) 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.

(vii) 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.

(vii) 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.

(viii) 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.

Approval and Notification of the Award of Degree

(i) 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.

(ii) The Board of Management of the University shall approve the degrees awarded and notified with the approval of the Vice Chancellor in due course.

FORM - I

**(Application for a new supervisor/change of supervisor/Co-supervisor)
(To be filled by the student); (Fill all criteria wherever applicable)**

1. Name of candidate (*in capital letters*): _____
2. School & Department: _____
3. Category (Full time/ Part time/ Project fellow/ Sponsored fellow): _____
4. Ph.D. registration No. with date (*if any*): _____
5. Enrolment no. with date of Enrolment (*if any*) _____
6. *Current Supervisor/Co-supervisor information*

a) Name of Supervisor with department: _____

b) Name of Co-Supervisor with department: _____

7. Research title proposed at the time of submission of Research proposal/synopsis: _____
8. Status of Ph.D. (Please tick wherever applicable)

i	Course work completed		v	Analysis	
ii	Registration done		vi	Thesis compilation	
iii	Literature survey		vii	Others (please specify)	
iv	Field work/Lab work/data collection				

9. Name and designation of the new supervisor/co-supervisor sought:
10. Reason for the change of supervisor/co-supervisor (Please tick wherever applicable):

i	Leaving the university		v	Demise	
ii	Long leave/voluntary leave		vi	Other technical problems	
iii	Sickness		vii	Others (Please specify)	
iv	Superannuation				

11. Please mention other issues if any: _____



12. Comments/recommendations of the existing supervisor (*to be attached along with this form*):
13. Application/undertaking by the new supervisor (*to be attached along with this form*):

For office use only

I do not have any objection to the change.

Signature with date

Supervisor/Co-supervisor

- a. Comment of the proposed supervisor/co-supervisor

I agree to supervise the work.

Signature of the Student

Date:

Signature with date

Supervisor/Co-supervisor

FORM - II A

Application form for Admission to Ph D Programme

GIRIJANANDA CHOWDHURY UNIVERSITY

(To be filled in by the candidate)

Session :20.....

APPLICATION FORM FOR ADMISSION TO PH.D. PROGRAMME

Academic Session:.....

Program/ Courses applied for:

Department:

Area of Research:

Fix a signed
Passport size
Photograph

1. Name of the Applicant in full (in block letters):

Mr./Ms.

2. Sex (M/F/T) 3. Date of Birth:

4. Nationality:

5. Caste/ Category: General/ SC/ ST/ OBC/ MOBC/ Others.....

6. Father's & Mother's Name (in block letters) with contact no and e-mail address:

Mr. Ms.

Contact no. : e-mail:

7. Mailing Address (for Communication):

.....

.....

8. Permanent Address:

.....

.....

9. Applicant's Contact No./ E-mail: M. No.....

e-mail:

10. Details of examinations passed:

Name of examination	Name of University / Board	Name of the Institute from where passed	Year	Div/ Class	% of marks/ CGPA	Specialization
HSLC						
HS or its eqvt. Exam						
Undergraduate (Please specify)						
Postgraduate (Please specify)						
Others (if any)						

11. Teaching/ Research Experience (if any) [Please enclose the document as proof]:

12. Category of Candidature Sought for pursuing Ph.D. (Please tick):

Full Time ☐ Sponsored ☐ Part Time ☐ Project ☐

13. List of publications (enclosed only the front page of the article):

14. Seminar/Workshop/Conference attended after post graduation (enclose copy of the participation certificate):

15. If employed, details of employment (enclose a copy of appointment letter):

Organization	Duration	Position	Regular/Temp	Nature of Duties

16. Specialized training (if any, please enclose a copy):

17. Scholarship/Fellowship awarded for research (if any, please enclose a copy):

18. Qualified for NET/GATE/CAT/GPAT/Other National Level entrance (if any, please enclose a copy):

19. Extra-curricular activities (if any, please enclose a copy):

20. DECLARATION BY THE APPLICANT:

- I. I declare that the information furnished in this application are correct to the best of my knowledge and belief.
- II. I agree that in case of any inaccuracy in the statements made, about the mark-sheets and / or certificates submitted, I shall not be allowed admission, and even if admitted, my admission shall be canceled by the authority at any time and I shall be liable to any appropriate legal action.

III. I agree to abide by the Rules and Regulations of the University applicable to the students undergoing the particular program/ course offered by the University and all other guidelines as applicable.

Place

Date

Signature of the Applicant

FOR OFFICE USE ONLY

1. Application verified by: Name:

Designation:

Signature with Date:

2. Applications recommended/Not recommended with brief comments:

Chairperson, Selection Committee
(Signature with date)

Checklist of documents (photocopies to be submitted at the time of admission):

Sl No	Name of the documents
1	Two copies of passport size recent coloured photographs.
2	HSLC pass certificate / Admit Card as proof of age
3	Higher Secondary examination pass certificates with marksheet
4	Undergraduate degree certificate with final year marksheet
5	Postgraduate degree certificate with final year marksheet
6	Caste certificate for SC/ST/OBC/Others candidates from appropriate authority
7	List of publications / Conferences/Seminars etc.
8	Employment letter
9	NET/GATE/CAT/GPAT/Other National Level entrance certificate
10	Other relevant documents

N.B.-

1. Candidates will be required to produce the original certificates, mark-sheets and any other relevant document for verification at the time of counselling and admission.

2. Application format along with all relevant documents duly self-attested shall be submitted by post to the "Registrar, Girijananda Chowdhury University (Assam), Hathkhowapara, Azara, Guwahati - 781017".

FORM - II B

Application form for Registration to Ph D Programme

GIRIJANANDA CHOWDHURY UNIVERSITY

(To be filled in by the candidate)

Session :20.....

APPLICATION FORM FOR REGISTRATION TO PH.D. PROGRAMME

Academic Session:.....

Program/ Courses applied for:

Department:

Area of Research:

Fix a signed
Passport size
Photograph

Serial Number of Migration Certificate/ABC

ID:

1. Name of the Applicant in full (in block letters):

Mr./Ms.

2. Sex (M/F/T) 3. Date of Birth:

4. Nationality:

5. Caste/ Category: General/ SC/ ST/ OBC/ MOBC/ Others.....

6. Father's & Mother's Name (in block letters) with contact no and e-mail address:

Mr. Ms.

Contact no.: e-mail:

7. Mailing Address (for Communication):

.....

8. Permanent Address:

.....

.....

9. Applicant's Contact No./ E-mail: M. No.....

e-mail:

10. Details of examinations passed:

Name of examination	Name of University / Board	Name of the Institute from where passed	Year	Div/ Class	% of marks/ CGPA	Specialization
HSLC						
HS or its eqvt. Exam						
Undergraduate (Please specify)						
Postgraduate (Please specify)						
Others (if any)						

11. Teaching/ Research Experience (if any) [Please enclose the document as proof]:

13. Category of Candidature Sought for pursuing Ph.D. (Please tick):

Full Time ☐ Sponsored ☐ Part Time ☐ Project ☐

13. List of publications (enclosed only the front page of the article):

14. Seminar/Workshop/Conference attended after post graduation (enclose copy of the participation certificate):

15. If employed, details of employment (enclose a copy of appointment letter):

Organization	Duration	Position	Regular/Temp	Nature of Duties



21. DECLARATION BY THE APPLICANT:

- I. I declare that the information furnished in this application are correct to the best of my knowledge and belief.
- II. I agree that in case of any inaccuracy in the statements made, about the mark-sheets and / or certificates submitted, I shall not be allowed admission, and even if admitted, my admission shall be canceled by the authority at any time and I shall be liable to any appropriate legal action.
- III. I agree to abide by the Rules and Regulations of the University applicable to the students undergoing the particular program/ course offered by the University and all other guidelines as applicable.

Place

Date

Signature of the Applicant

FOR OFFICE USE ONLY

1. Application verified by: Name:

Designation:

Signature with Date:

2. Applications recommended/Not recommended with brief comments:

Controller of Exam
(Signature with date)

N.B.-

1. Candidates will be required to produce the original certificates, mark-sheets and any other relevant document for verification at the time of counselling and admission.
2. Application format along with all relevant documents duly self-attested shall be submitted by post to the "Registrar, Girijananda Chowdhury University (Assam), Hathkhowapara, Azara, Guwahati - 781017".

FORM-III

(Format of (NOC) No Objection Certificate from employer under Sponsorship category)
(To be drafted in Official Letter Head of the concern authority)

Memo No. with date.:

To
The Controller of Examinations,
Girijananda Chowdhury University,
Azara, Guwahati, Assam.

Sub: Sponsorship of Mr./Ms _____ for Ph.D. program
at Girijananda Chowdhury University.

Dear Sir/ Madam,

This is to certify that Mr./Ms _____ who has been
currently working in _____ (Please specify the
organization name) as _____ (Please specify the position) is hereby
sponsored for carrying out the Ph.D. work at Girijananda Chowdhury University from the
session _____ as a full time student.

The employee will be relieved from his/her duties in the organization to join the Ph.D. program and
NO OBJECTION shall be imposed on him/her to pursue his research work at your organization.

Date:
Place:

Signature:

Name:

Designation:

Seal of Sponsoring authority.





FORM-IV

(Format for (NOC) No-Objection Certificate from Employer under Part-time category)
(To be drafted in Official Letter Head of the concern authority)

Memo No with date:

To
The Controller of Examinations,
Girijananda Chowdhury University,
Azara, Guwahati, Assam.

Sub: Issuing of No objection certificate to Mr./Ms. _____ for
pursuing Ph.D. program at Girijananda Chowdhury University, Assam.

Dear Sir/ Madam,

This is to certify that Mr./Ms. _____ has been working
in _____ (Please specify the organization name)
as _____ (Please specify the position) from _____ to _____.

We have no objection to his/her being admitted to the Ph.D. program at Girijananda Chowdhury University,
Assam from the session starting on _____ as a part-time student.

Date:

Place:

Signature:

Name:

Place:

Designation:

Seal of competent authority.



FORM-V

(Format for (NOC) No-Objection Certificate from the Principal Investigator under
Project Fellow category)

(To be drafted in Official Letter Head of the concern authority)

Memo No. with date:

To
The Controller of Examinations,
Girijananda Chowdhury University,
Azara, Guwahati, Assam.

Sub: Issuing of No objection Certificate to Mr./Ms. _____ for pursuing
Ph.D. program at Girijananda Chowdhury University, Assam.

Dear Sir,

This to certify that Mr./Ms. _____ is working as
a _____ in the project
_____ in the
department/Centre _____ funded by
_____ since _____. I have no objection in allowing
him/her to join the Ph.D. program at Girijananda Chowdhury University, Assam under the category of project
fellow.

Further, he / she will be allowed to carry out his/her course work / research work of the Ph.D. program without
hampering the project work.

Date:

Signature:

Name:

Place:

Designation:

Seal of Principal Investigator





FORM-VI

(Ph.D. COURSE REGISTRATION FORM)

(To be filled by those candidates who are not exempted from coursework)

Fee paid Receipt No _____ Date _____ Semester Autumn/Spring, Year _____

School: _____ Department: _____

Enrolment No: _____

Name of Scholar _____ Category: _____

Name of Supervisor: _____

Co-Supervisor _____

Semester: Autumn/Spring Semester No _____ Year _____

Course Code	Course Title- Essential & Department specific Core subjects	Credits Earned	Signature of Course Work Instructor (Optional)
If course work is done before specify detail of the university and year of completion			

Sig. of Scholar _____ Sig. of HOD _____

Name: _____ Name: _____

Copies to: Student/ Head of Department/ Supervisor /Co-supervisor/ Controller of Examinations.

FORM-VII
GIRIJANANDA CHOWDHURY UNIVERSITY
(Application form for Recognition of Outside Laboratory/Dept)
(To be filled by the Head of the Laboratory/Department/Centre)

Name of the Scholar _____ **Area of research** _____

1. Name of the Laboratory/Department/Centre: _____

2. Address: (with Tel/Fax/e-mail/web-site): _____

3. Name of the University/Institute/Organization: _____

Technical and Scientific Information:

1. Major activities of the Organization (Write in a separate sheet)

2. Details of facilities available with list of major equipment/ Instruments/Setup/Software/Plant/Other mechanisms)

3. Details of Library facilities (books and Journals):

a) Total books in the related field: _____

b) Journals in the related field (give names): _____

4. List of computational facilities available (both inside the laboratory and Common please write in a separate sheet if required): _____

5. Is there internet facility (both inside the laboratory and common): YES/NO

Administrative Information:

1. Type of the Organization (Central Govt./State Govt./Public sector/Private sector/Autonomous body)

2. Name, designation, and Address of the Head of the Organization: _____

3. Name, designation and Address of the Head of the Lab/Dept/Centre: _____



4. Major areas of activities (e.g. Biotechnology, Computer hardware etc.) _____

5. Any other information: _____

For office use only

Approval By R.C vide Resolution No. _____ Date _____

Signature of Chairman : _____

Date : _____

Certified that the information given above on this Laboratory/Department/Centre are furnished in connection with recognition of this Laboratory/ Department/ Centre by Girijananda Chowdhury University for Ph.D. program.

Signature of the Head of the Laboratory/Department/CentreName:
Designation:
Office seal with date :



FORM-VIII
GIRIJANANDA CHOWDHURY UNIVERSITY
(Format of Progress report)

Semester: Autumn/Spring Year _____

Period from _____ to _____

1. Name of the Scholar and Enrolment No.: _____

2. Category (Full time/Part time/Sponsored/ Project) _____

3. School _____ Department _____

4. Date of admission: _____

5. Date of registration (if applicable): _____

6. Total no. of semesters completed: _____

7. Total no. courses and credits prescribed: _____

8. Total no. of courses and credits completed: _____

9. Area of research: _____

10. Progress of research (Separate sheet to be attached)

11. Expected date of completion: _____

12. Leave availed during this semester (if any): _____

13. Nature of Fellowship/Scholarship/Stipend received, if any: _____

Signature of Scholar: _____ Signature of Supervisor _____

14. Remarks of the Doctoral Committee: _____

15. Signature of D.C. Members:

Approved by Chairman, DRC/CRC

Signature _____ Date _____





FORM-IX
GIRIJANANDA CHOWDHURY UNIVERSITY
(Application Form for extension of time for submission of Ph.D. thesis)(To be filled in by the student)

1. Name of the Scholar: _____ Enrolment No.: _____
2. School: _____
3. Department: _____
4. Category (please tick): Full time/Part time/Sponsored/Project Fellow
5. a) Name of Supervisor: _____
b) Name of Co-Supervisor: _____ Affiliation: _____
6. Date of admission: _____
7. Date of submission of Research Plan: _____ semester No.: _____ Year _____
8. Title of the research work: _____

9. Duration of extension: _____
10. Reasons for the extension: _____

11. Justification for the utilization of the extended time sought: _____

Forwarded by Supervisor

Signature: _____ Date: _____
Signature of the Scholar: _____
Date: _____

For Office Use only		
Recommended by Chairman, DRC/CRC		
Name _____	Sign. _____	Date _____
Approved by, AC vide resolution No. _____ Date _____		
Chairman, AC _____	Sign. _____	Date. _____

FORM-X
GIRIJANANDA CHOWDHURY UNIVERSITY
 (Application form for change of candidature)
 (To be filled in by the student)

1. Name of the Scholar and Enrolment No.: _____
2. School: _____
3. Department: _____
4. Category (please tick): Full time/Part time/Sponsored/Project fellow
5. a) Name of Supervisor: _____
- b) Name of Co-Supervisor: _____ Affiliation: _____
6. Date of Admission: _____
7. Semester No. : _____ Year _____
8. Details of Course work completed: _____

Course code	Course title	Credits	Name of Instructor	Grade points

9. Change desired:

- a) Full time to part time; b) Part time to full time.

10. Reasons for the change:

11. If change is sought to full-time category whether study leave will be allowed?(Submit the No objection certificate from employer if employed)

Signature of student: _____

Date: _____

Forwarded by the Supervisor

Signature: _____ Date: _____

For office use only

Recommended by Chairman, DRC/CRC:

1) Signature of chairman _____ Date _____

Signature of the Controller of Examinations



GIRIJANANDA CHOWDHURY UNIVERSITY, ASSAM
Hatkhowapara, Azara-781017

Form A

REPORT ON THE RESEARCH PROPOSAL SEMINAR

Part-A: To be filled by the Student (before the Research Proposal Seminar) & duly forwarded by Supervisor(s)

1. Name of the Student :
2. Roll Number :
3. Academic Department/ Center :
4. Name(s) of Supervisor(s) :
5. Date of Successful Completion of Course Work Examination:
6. Number of Semesters already Completed in the PhD Programme:
7. Present Type/Category of the Student:

Put a Tick mark ✓		Full Time	Part Time

Regular	Sponsored	Self-Financed	Project-Staff	External	Other

8. Date of the Research Proposal Seminar :
9. Area / Topic of Research :
10. Research Problem Formulated : Yes / No

If Yes, enclose a brief description of the formulated research problem.
If No, state the reasons.

Date:
Forwarded to the Doctoral Committee

Signature of the Student

Date: Signature(s) of Supervisor(s)

The DC is requested to write their assessment on the Progress Seminar on Page No.2

(Page 1 of 2)

Note: This form is to be submitted by the DC within 3 working days from the date of the seminar. After signature of the Dean Academics/Registrar (Academics), the original is to be kept in the personal file of the student in the Examination branch (By Controller of Examinations) and a photocopy/ scanned copy is to be sent to the Supervisor(s).



GIRIJANANDA CHOWDHURY UNIVERSITY, ASSAM
Hatkhowapara, Azara-781017

Form A

Part-B: To be filled by the Doctoral Committee (After the Research Proposal Seminar)

1. Name of the Student :
2. Roll Number :
3. Date of the Research Proposal Seminar :
4. Area / Topic of Research :
5. Literature Review/ Survey : Satisfactory / Not Satisfactory
6. Research Problem Formulated : Yes / No
7. Brief comments on the Student's Performance in the Proposal Seminar. (if space is not sufficient, please write it on a separate sheet & attach)

--	--	--

8. Overall Performance of the Student in the Proposal Seminar: Satisfactory / Not Satisfactory*

*If the overall performance is not satisfactory, then the student has to present Research Proposal Seminar again within a month.

Name & Signature of Doctoral Committee Members:

Signature			
Name	Member	Member	Member
Signature			
Name	Member	Member	Supervisor

Signature of HOD

Signature of Dean of School

Signature of Dean Academics / Registrar (Academics)

(Page 2 of 2)

Note: This form is to be submitted by the DC within 3 working days from the date of the seminar. After signature of the Dean Academics/Registrar (Academics), the original is to be kept in the personal file of the student in the Examination branch (Dy. Controller of Examinations) and a photocopy/ scanned copy is to be sent to the Supervisor(s).





REPORT ON THE FINAL SYNOPSIS SEMINAR

Part-A: To be filled by the student (before the final synopsis seminar Seminar) & duly forwarded by Supervisor(s)

1. Name of the Student :
2. Roll Number :
3. Academic Department/
Center :
4. Name(s) of Supervisor(s) :
5. Date of Successful Completion of Research proposal seminar :
6. Number of Semesters already Completed in the PhD Programme:

7. Present Type/Category of the Student: Put a Tick mark ✓	Full Time	Part Time

Regular	Sponsored	Self-Financed	Project-Staff	External	QIP/Other

8. Research Title :

Attach synopsis report
(not more than 10 pages)

Date:
Forwarded to the Departmental Research Committee (DRC)

Signature of the Student

Date:

Signature(s) of Supervisor(s)

The DRC is requested to write their assessment on the final synopsis Seminar on Page No.2
(Page 1 of 2)

Note: This form is to be submitted by the DRC within 3 working days from the date of the synopsis seminar. After signature of the Dean Academics/Registrar (Academics), the original is to be kept in the personal file of the student in the Examination branch (Dy. Controller of Examinations) and a photocopy/ scanned copy is to be sent to the Supervisor(s).



GIRIJANANDA CHOWDHURY UNIVERSITY, ASSAM
Hatkhowapara, Azara-781017

Form B

Part-B: To be filled by the DRC members (After the final synopsis Seminar)

1. Name of the Student :
2. Roll Number :
3. Date of the Research Proposal Seminar :
4. Research title :
5. Literature Review/ Survey : Satisfactory / Not Satisfactory
6. Research Objectives/Methodology formulated: Yes / No
7. Brief comments on the Student's Performance in the Synopsis Seminar:
(if space is not sufficient, please write it on a separate sheet & attach)

8. Overall Performance of the Student in the Final Synopsis Seminar: Satisfactory / Not Satisfactory*

*If the overall performance is not satisfactory, then the student has to present final synopsis Seminar again within a month.

Name & Signature of DRC Members:

Signature			
Name	Member	Member	Member
Signature			
Name	Member	Member	Supervisor

Signature of HOD

Signature of Dean of School

Signature of Dean Academics / Registrar (Academics)

(Page 2 of 2)

Note: This form is to be submitted by the DRC within 3 working days from the date of the synopsis seminar. After signature of the Dean Academics/Registrar (Academics), the original is to be kept in the personal file of the student in the Examination branch (Dy. Controller of Examinations) and a photocopy/ scanned copy is to be sent to the Supervisors.





GIRIJANANDA CHOWDHURY UNIVERSITY, ASSAM

Main Campus: Hatkhowapara, Azara, Guwahati-781017

Constituent Campus: Kunderbari Rd, Dekargaon, Tezpur-784501

APPLICATION FOR FINAL REGISTRATION AS A CANDIDATE FOR PH.D. DEGREE

(The application must be submitted within 24 months from the date of effect of Provisional Registration / Date of Admission)

1. Full Name (in Block letters) with degrees
2. GCU Enrolment No.
3. Present Occupation
4. Postal Address with phone No.
5. Original Title of the Thesis (in Block letters)
6. Whether title is modified/ not modified
7. If modified, proposed Modification of the Title
8. Place of Research / University Dept/Institute
9. Library used for Research
10. Laboratory where Experiments are done
11. Department / School
12. Late Fine for Final Registration fee paid (if applicable)
Payment Receipt No. Dated.....
13. Name of Guide with address & Phone No.

Date.....

Signature of the Candidate

Recommendation of the Guide:

Certified that Sri/ Smt a candidate
visionally registered under my guidance has made satisfactory progress in his/ her research work. I recommend
her final registration as a candidate for the Ph.D degree. Further he/she may be allowed to modify the title of the
sis as proposed.

nature of the Guide with seal

st.....
e.....

Signature of the Chairman DRC/ Dean wit

Dept./ School
Date

Documents to be submitted by the applicant:

- Final Registration Report with Form D.
 - Final Registration Seminar Presentation Certificate
 - A copy of each publication, if any, pertaining to the said research
 - Proof of up-to-date fee payment (semester wise) [Late fine if necessary]
 - Photostat copy of GCU provisional Registration Certificate
- ication with all documents received on

Academic Dean/ Dealing Assistant of the office
Date.....



GIRIJANANDA CHOWDHURY UNIVERSITY, ASSAM
Hatkhowapara, Azara-781017

Form D

REPORT ON THE FINAL REGISTRATION SEMINAR

Part-A: To be filled by the student (before the final Registration Seminar) & duly forwarded by Supervisor(s)

1. Name of the Student :

2. Roll Number :

3. Academic Department/
Center :

4. Name(s) of Supervisor(s) :

5. Date of Successful Completion of Synopsis seminar :

6. Number of Semesters already Completed in the PhD Programme:

7. Present Type/Category of the Student: Put a Tick mark ✓	Full Time	Part Time

Regular	Sponsored	Self-Financed	Project-Staff	External	QIP/Other

8. Research Title:

Attach Final Registration Report:
(not more than 10 pages)

Date:
Forwarded to the Departmental Research Committee (DRC)

Signature of the Student

Date:

Signature(s) of Supervisor(s)

The DRC is requested to write their assessment on the final Registration Seminar on Page No.2
(Page 1 of 2)



Part-B: To be filled by the DRC members (After the final Registration Seminar)

1. Name of the Student :
2. Roll Number :
3. Date of the Synopsis Seminar :
4. Research title :
5. Literature Review/ Survey : Satisfactory / Not Satisfactory
6. Research Objectives/Methodology formulated: Yes / No
7. Brief comments on the Student's Performance in the Final Registration Seminar:
(if space is not sufficient, please write it on a separate sheet & attach)
8. Overall Performance of the Student in the Final Registration Seminar: Satisfactory / Not Satisfactory*

*If the overall performance is not satisfactory, then the student has to present *final Registration Seminar* again within a month.

Name & Signature of DRC Members:

Signature			
Name	Member	Member	Member
Signature			
Name	Member	Member	Supervisor

Signature of Dean Academics / Registrar (Academics)



GIRIJANANDA CHOWDHURY UNIVERSITY, ASSAM

Main Campus: Hatkhawapara, Azara, Guwahati-781017

Constituent Campus: Kunderbari Rd, Dekargaon, Tezpur-784501

Email: deanacademic@gcuniversity.ac.in

An Abstract and Thesis

Submitted to Girijananda Chowdhury University for the Degree of Doctor of Philosophy in
(Department) in the school of



Submitted by

Name

Year.....

(Forwarded by Supervisor and counter signed by the Chairman DRC with Seal and Candidates Signature)

A. Along with:

1. Soft copy in PDF format of the Abstract within 2000 words.
2. Library clearance certificate in original
3. Department clearance certificate from HOD in original
4. Attested Xerox of original Master Degree certificate
5. Attested Xerox of GCU Final Registration Certificate
6. Examination fees (Thesis) Rs. 10,000/-
7. Proof of up to date semester fee payment
8. Laboratory clearance certificate
9. Hostel clearance certificate
10. Photocopy of final Registration Certificate
11. Proof of extension (if any)
12. Pre-submission Seminar certificate
13. Copy of publication in a standard Journal / book with ISSN/ISBN
14. Anti Plagiarism Certificate in Original
15. Certificate from the guide attesting that same soft copy is submitted as the copy submitted to Library for checking plagiarism
16. Attested Xerox copy of Course work certificate (if not collect an exemption certificate)
17. Acknowledgement of panel being submitted by the Supervisor.

B. Thesis:

1. Soft copy of the thesis as a single PDF file in flash drive /email to the confidential e-mail ID of the Dean Academic.

**Dean (Academic)
Girijananda Chowdhury University**





GIRIJANANDA CHOWDHURY UNIVERSITY, ASSAM

Main Campus: Hatkhawapara, Azara, Guwahati-781017

Constituent Campus: Kunderbari Rd, Dekargaon, Tezpur-784501

Application for submission of Abstract and Thesis for the Ph.D. Degree

1. Name of the Scholar (in Block letters) :
2. Present Occupation :
3. Mailing Address with Phone No. :
4. GCU Enrollment No. & year :
5. Date of effect of provisional Ph.D. Registration / Date of Admission :
6. Date of final Registration :
7. Department & School :
8. Approved Title of the Thesis (In Block Letters) :
9. Name of the Guide (s) : 1.
2.
10. Library used (Clearance Certificate be submitted) :
11. Place of Research :
- (Department / Institute/ School :
- (Clearance Certificate be submitted) :
12. Laboratory where experiments are conducted :
13. Due date of submission of the Thesis/
Research (without extension of period) :
14. Approved date of submission of Thesis
beyond 6 years (if any) :
- (Vide letter No. Dated
15. Date of submission of Abstract & Thesis :
16. Thesis submission fee Rs 10,000/- Paid, vide Receipt
No. Date.

Yours faithfully,

Signature of the candidate

(in full)

Signature of the Supervisor with Seal

Date



**GIRIJANANDA
CHOWDHURY
UNIVERSITY**



GIRIJANANDA CHOWDHURY UNIVERSITY, ASSAM

Main Campus: Hatkhowapara, Azara, Guwahati-781017

Constituent Campus: Kunderbari Rd, Dekargaon, Tezpur-784501

To

The Dean (Academic)

Girijananda Chowdhury University, Assam

Sub : Submission of PhD Thesis (after Viva-voce).

Sir,

I submit herewith 1 soft copy (PDF) and 03 Nos. of hard copies (hard binding) of my thesis
entitled

.....
for the Degree of Doctor of Philosophy of Girijananda Chowdhury University.

Necessary particulars are furnished below:

1. Name of the Candidate in full :
(In Block Letters)
2. GCU Registration No. & Year :
3. (a) Present Occupation, if any :
(b) Official Designation, if any :
4. Mailing Address with Phone No. :
and E-mail Address :
5. Name of Supervisor (s) with Address, Phone No.: 1.....
: 2.....
:
6. Department and School :
7. Extension of Research period granted vide letter No..... dt
8. Date of submission of Thesis :
9. Date of Viva-Voce :

Yours faithfully

Forwarded

Full Signature of the Candidate

Supervisor

Date

(Signature and Seal)



Form XIV
GIRIJANANDA CHOWDHURY UNIVERSITY
Ph.D. THESIS EXAMINER'S REPORT

1. Name of the Scholar : _____
2. Enrollment No. : _____
3. School : _____
4. Department : _____
5. Title of the thesis : _____

6. Recommendation of the Examiner:

The thesis has been examined by me and I recommend that: *(please delete all except any one relevant, add extra sheet for any suggestions/corrections if needed)*

- (a) The thesis is found suitable for oral defense evaluation without further examination or amendment.
- (b) The thesis is found suitable for oral defense evaluation, subject to inserting the corrections and/or additions/modifications suggested by me in the thesis. This should subsequently be found to be satisfactory by ODEC without further reference to me.
- (c) The thesis is not suitable for oral defense evaluation, but the candidate be asked to re-submit the thesis in a revised form for re-examination. Areas requiring major modifications are detailed in my attached report.
- (d) The thesis is rejected.

7. If the thesis is recommended for acceptance whether:

- a) It is fit for publication by the candidate in its original form or in any modified form for publication.
- b) The thesis is of such outstanding merit that the university would be justified in publishing it at its own cost.

Dated: _____

Signature of Examiner: _____

Name: _____

Designation: _____

University/Institution: _____

Address: _____

Email ID: _____

Note : The report may be continued on blank sheet with signature of the examiner. Each page of thereport should be signed by the examine.

Form XV
GIRIJANANDA CHOWDHURY UNIVERSITY

REPORT OF EXAMINERS OF ORAL DEFENCE
EVALUATION COMMITTEE

The examiners of Oral Defense Evaluation Committee (ODEC) certify that the thesis entitled

_____ submitted by _____
_____ to the Girijananda Chowdhury University in partial fulfillment of requirement of the Ph.D. degree in the discipline of _____ under the school of _____ has been examined on and recommend that:

- a. that the degree be awarded
- b. that the candidate be further examined on another date not later than (*Note: Please delete the clause not applicable*)
- c. in our opinion the candidate has not performed to our satisfaction and does not deserve the degree of Ph.D. (In case the Board does not recommend the award of the degree)

Signature of

Supervisor

Co-supervisor

External Examiner

Name: _____

Name: _____

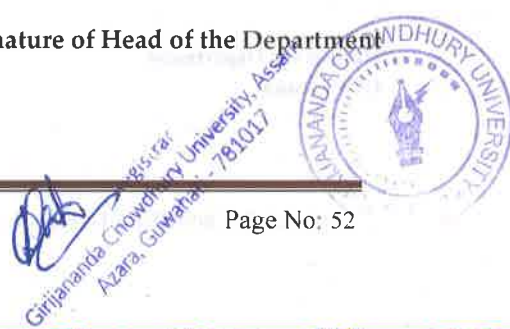
Name: _____

Date: _____

Forwarded to Controller of Examination

Memo No.: _____

Signature of Head of the Department





GIRIJANANDA CHOWDHURY UNIVERSITY, ASSAM

Main Campus: Hathkhowapara, Azara, Guwahati-781017

Constituent Campus: Kunderbari Rd, Dekargaon, Tezpur-784501

Ph.D. SCHOLAR CLEARANCE FORM

Sl. No.

Name of Ph.D. Scholar:

Department/School:

Ph.D. Programme / Research Area:

Supervisor:

Date:

Enrolment No.:

Discipline:

Session/Year of Admission:

Contact/Email:

Sl. No.	Name of Section / Department	Dues / Clearance	Signature & Seal of HoD / In-charge	Remarks
1	Concerned Department / School	No dues / clearance		
2	Research / Ph.D. Section	Ph.D. records, documents and research-related dues cleared		
3	Research Supervisor & Co-supervisor (if any)	Research work, departmental requirements and supervisor-related clearance		
4	Departmental / School Library	Books / materials returned and no dues		
5	Central Library	Library books, cards and other materials returned; no dues		
6	Accounts / Finance Section	All fees, fines and other financial dues cleared		
7	Examination Branch	Examination / thesis / evaluation-related dues and documents cleared		
8	Hostel (if applicable)	Hostel dues / property / accommodation cleared		
9	Student Affairs / Student Support Services	University property / identity card / other student-related dues cleared		
10	IT / ERP / University Systems (if applicable)	University-issued equipment, access or other IT-related dues cleared		
11	Any Other Clearance (Please Specify):			

Note: The concerned Ph.D. Scholar shall obtain clearance from all applicable sections. Where a section is not applicable, "N/A" may be mentioned in the Remarks column.

Declaration by the Ph.D. Scholar: I hereby declare that I have returned all University/library materials in my possession and have cleared all applicable academic, research, financial, residential and other dues.

Scholar's Signature:

Date:

Head of the Department
GCU, Assam

Registrar
GCU, Assam

ANNEXURE-I

GIRIJANANDA CHOWDHURY UNIVERSITY
Guidelines for Preparation of Ph.D. Thesis/Dissertation

SOME IMPORTANT POINTS

- **COLOR COMBINATION for the Cover page of final thesis (i.e. Hard bound copies):**

Color of the Front Page: **Persian Blue**; Color of Font on the Cover Page: **White**

Ph.D. Thesis

- **FONT SIZE** on the cover page should be same as provided in the template.
- The first will be the replica of the cover page.
- Font and Font size for the general text of the report: **Times New Roman 12**
- **LINE SPACING: 1.5**
- **MARGINS: 1.5 inch on the binding side; 1.2 inch on top and bottom, 1 inch on the other side.**
- **PAGE NUMBERING: The page numbering of the thesis begins with Roman numerals. However, the chapters are to be numbered in Arabic numerals. The page number should be bottom centered.**
- **PAPER TYPE AND SIZE: A4 size, Executive Bond Paper (for hard bound copy)**
- **PRINTING thesis:** All the initial pages (cover page, certificates, contents etc.) and each new chapter shall begin on a new page.
- **Word limit: Maximum 90000 words**
- **Table and Figure Captions:** Tables should be numbered as **Table 1, Table 2....** etc. with captions at the top of the Table. Figures should be numbered as **Fig.1, Fig.2....** etc. at the bottom of the figure.
- Soft copy of the thesis should be submitted in PDF in flash drive or through confidential email to the Dean (Academic).
- Wherever possible, photographs/Images/Maps should be provided with GI tag.
- A plagiarism certificate (having not more than 10% similarity countersigned by the supervisor) from the librarian should be submitted along with the thesis.

- The final hard copy (with library copy) should be printed on single side after successful completion of Viva-Voce. (number of copies: 03, with 80_Recommendation included, Hard binding, Spine printed the above direction (Title/ Name and Year).
- At least one paper must be presented in a national level conference and one research paper in a journal is desirable.
- **REFERENCES:** List of References should include only those published or accepted for publication works that are cited in the text. Use of footnotes or endnotes should be avoided as a substitute for a reference list. Ideally, the names of all authors should be provided.
- **List of references shall be provided at the end of the last chapter.**

The citations and the list of references should be prepared in the following manner

1. **Citation of the reference by surname(s) of the author(s)** directly (or parenthetically) and year of publications. For example, *as demonstrated (Allan and Jones, 1995). Kramer et al. (2000) have recently shown*

(a) Single Author: the author's surname (without initials, unless there is ambiguity) and the year of publication separated by comma.

(b) Two Authors: both authors' surnames and the year of publication separated by comma.

(c) Three or more authors: first author's surname followed by 'et al.' and the year of publication separated by comma.

2. **List of References:** The references should be arranged alphabetically.

Following are the examples of preparing the list of references

JOURNAL ARTICLE

- Gamelin, F.X., Baquet, G., Berthoin, S., Thevenet, D., Nourry, C., Nottin, S., Bosquet, L. (2009). Effect of high intensity intermittent training on heart rate variability in prepubescent children. *Eur J Appl Physiol*, 105, 731-738. doi: 10.1007/s00421-008-0955-8
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Cartwright, J. (2007). Big stars have weather too. IOP Publishing Physics. Web. <http://physicsweb.org/articles/news/11/6/16/1>. Retrieved June 26, 2007.

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Trent, J.W. (1975). Experimental acute renal failure. PhD Dissertation, University of California.

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Worldometer. (n.d.). *Current world population*. Retrieved June 27, 2024, from <https://www.worldometers.info/world-population/>

Note: The ILI citation format shall be mandatorily followed by all Ph.D. scholars of Law.

