



## **NOTIFICATION**

### **GUIDELINES FOR PREPARATION, SUBMISSION AND EVALUATION OF THE DISSERTATION (DSE COURSE) OF THE 6<sup>TH</sup> SEMESTER B.A. AND B.Sc. PROGRAMMES IN THE CBCS**

Under report to the Under Graduate Board and Academic Council, Dibrugarh University, it is hereby notified for all concerned that the preparation, submission and evaluation of the Dissertation/ Project Work prescribed as a Discipline Specific Elective (DSE) Course in some subjects of the 6<sup>th</sup> Semester B.A. and B.Sc. Programmes (Honours) in the CBCS shall have to be done as per the following procedure-

#### **1. Preparation of Dissertation/ Project Work:**

- a) The Dissertation/ Project work shall be done by a student under the guidance of a Course teacher of the concerned teaching department of the College, who shall perform his/ her responsibility as the Guide Teacher and Internal Examiner.
- b) The Dissertation/ Project work shall have to be prepared by following standard research methodology relevant to the subject concerned.
- c) The Dissertations/ Project works shall have to be printed on standard A4 size paper in 12 Point Times New Roman Font and the lines to be double spaced. In case of Assamese or other language subjects, Font type and size may be different. Different Font size may also be used for headings, footnotes, tables and figures, appendix, etc. Same style and size should be maintained throughout the manuscript.
- d) As the Dissertation/ Project work contains weightage of 6 Credits, its contents, presentation and volume should duly justify the weightage.

#### **2. Submission of Dissertation/ Project Work:**

- a) The final copy of the Dissertation/ Project work shall have to be submitted at the Office of the concerned teaching department of the colleges on or before the last date of completion of courses notified in the Academic Calendar of the University.
- b) The Dissertation/ Project work shall be certified by the concerned Guide Teacher about its genuinity and originality, which shall be countersigned by the Head of the Department concerned.
- c) The Examination Roll Number should also be distinctly mentioned on the Cover Page of the Dissertation / Project work.
- d) The concerned Head of the Department shall submit the copies of the Dissertations to the Principal/ Centre in Charge of the Examination of the College for evaluation.

#### **3. Evaluation of Dissertation/ Project Work:**

- a) The 6 Credit Course on Dissertation/ Project work is considered to have a weightage of 100 Marks. It shall be evaluated in two phases-
  - (i) 20% weightage on Internal Assessment. This weightage may be internally distributed as below-

1. 10% for Sessional test on methodology adopted, on the topic etc.
2. 10% on the overall presentation of the Dissertation/ Project Work submitted.

The Internal Assessment shall be conducted by the Supervisor/ Guide Teacher concerned.

(ii) 80% weightage on External Evaluation. The copies of the Dissertations shall be evaluated by the External Examiners appointed by the University at the College concerned like other practical courses/ subjects. For that purpose, the Principal of the Colleges shall schedule date(s) for evaluation of dissertations in coordination with the concerned teaching departments of his/ her college.

b) The External Examiners shall evaluate the Dissertations giving weightage as per the following distribution-

- |                                            |       |
|--------------------------------------------|-------|
| 1. Methodology adopted                     | : 10% |
| 2. Originality of the Work                 | : 20% |
| 3. Research, Analyses and Findings/ Output | : 40% |
| 4. Overall Presentation                    | : 10% |

c) After evaluation, the Principal of the concerned College shall send the evaluated Dissertations/ Project Works and along with other confidentials to the Office of the Controller of Examinations, Dibrugarh University. This packet shall contain the following materials-

1. Sealed packet of filled-in Mark Foil submitted by the Internal Examiner(s),
2. Sealed packet of filled-in Mark Foil submitted by the External Examiner(s),
3. Sealed packet of evaluated Dissertations/ Project works.

***Prior to that, the Principal/ Head of the Department/ Internal Examiner shall submit the Marks (both internal and external) online through the Examination Portal of Dibrugarh University.***

Issued with due approval.

(Dr. B.C. Borah)  
Joint Registrar (Academic)  
Dibrugarh University

Copy to:

1. The Vice-Chancellor i/c, Dibrugarh University.
2. The Deans, Dibrugarh University.
3. The Registrar, Dibrugarh University.
4. The Controller of Examinations, Dibrugarh University for information and necessary action.
5. The Inspector of Colleges i/c, Dibrugarh University.
6. The Director i/c, Directorate of Open and Distance Learning, Dibrugarh University.
7. All Heads and Chairpersons of the Teaching Departments and Centres for Studies, Dibrugarh University.
8. The Principals/ Directors of the Colleges/ Institutes affiliated to/ permitted by Dibrugarh University. For information and needful.
9. The Joint/Deputy Controllers of Examinations (A, B i/c & C), D.U. for information and needful.
10. The Programmer, D.U. for kind information and with a request to upload the Notification in the University website for all concerned.
11. File

(Dr. B.C. Borah)  
Joint Registrar (Academic)  
Dibrugarh University.