Office of the Dean (Academic)
Krishna Kanta Handiqui State Open University
Resham Nagar:: Khanapara:: Guwahati- 22

Ref No. KKHSOU/DA/Project/Dissertation/3/2022/34

Date: 13/10/2026

NOTIFICATION

"Guidelines for Preparation, Submission and Evaluation of Project/Dissertation for 4th Semester Postgraduate Learners"

This notification sets out the guidelines for the preparation, submission and evaluation of the Project/Dissertation for learners enrolled in the 4th Semester of the Postgraduate Programmes of the University. The Project/Dissertation is a part of the academic requirements of these programmes. Learners are requested to read the guidelines carefully and to stay in regular touch with their Study Centres and Guides/Supervisors throughout the process.

1. Guidelines for Project/Dissertation

i. Learners should prepare their Project/Dissertation in accordance with the guidelines prescribed for their respective programmes. Programme-specific guidelines for some disciplines are available on the official website of the University. Where such guidelines are not available, learners should follow the general guidelines given in this notification and the advice of their Guide/Supervisor.

ii. Each learner will be allotted a Guide/Supervisor by his/her Study Centre. The Guide/Supervisor will provide the academic guidance needed to prepare the Project/Dissertation. Study Centres should allot only those Guides/Supervisors who have already been approved by the University. If more Guides/Supervisors are needed, the Study Centre should first send their names to the Controller of Examinations for approval, and allot them to learners only after the approval is received.

iii. The PG 4th Semester Project/Dissertation carries 8 credits and will be evaluated for a total of 200 marks. Learners are expected to work actively on their Project/Dissertation for a minimum of three months, and the final report should clearly reflect this sustained engagement.

iv. The Project/Dissertation report should be 40 to 60 pages long, including the references/bibliography, list of tables/figures and annexure, if any.

2. Undertaking by the Learner

i. Each learner must submit an undertaking, in the prescribed format, declaring that the Project/Dissertation is his/her own original work and has neither been copied from any other source nor reproduced from any previously submitted Project/Dissertation.

ii. If the undertaking is found to be false, the learner concerned will be held responsible and will be liable to such action as the University may consider appropriate.

iii. The prescribed format of the undertaking is enclosed as Annexure I.

Dean (Academic)
Krishna Kanta Handiqui
State Open University

3. **Plagiarism Report**

i. Learners must have their Project/Dissertation checked for plagiarism using any recognised plagiarism detection software. For learners' convenience, a list of such software (both paid and free) is given in Annexure II.

ii. A downloaded copy of the plagiarism/similarity report, signed by the learner and verified and countersigned by the Guide/Supervisor, must be enclosed with the Project/Dissertation report at the time of submission.

iii. The similarity index of the Project/Dissertation, as shown in the plagiarism/similarity report, must be less than 10%. Learners are advised to run the check well before the last date of submission, so that they have enough time to revise their text if needed.

4. **Submission of Reports**

i. Learners should submit their completed Project/Dissertation reports to their respective Study Centres for verification on or before 30th November, 2026. After verification, each learner should bring one bound copy of the report, signed by the Guide/Supervisor, to the designated Examination Centre on the day of the viva-voce examination.

ii. Learners who could not clear the Project/Dissertation course in previous academic sessions should also prepare and submit their reports according to the guidelines given in this notification.

5. ***Viva-voce* and Evaluation**

i. The viva-voce examination and evaluation of the Projects/Dissertations will be held at the designated Examination Centres as per the schedule to be notified by the University in due course. Learners are advised to check the University website regularly and keep in touch with their Study Centres for updates.

6. **Submission of Mark Statements and Reports**

i. After the viva-voce examination, the designated Examination Centres will send the statements of marks awarded to the learners, along with the hard copies of their Project/Dissertation reports, to the University for further processing and record-keeping.

Please note: The last date for submitting the Project/Dissertation report to the Study Centre is 30th November, 2026.

(Dean, Academic)

Dean (Academic)
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Copy to:

1) Secretary (i/c) to the Vice-Chancellor for information and necessary action.
2) P.S. to the Registrar for information.
3) Controller of Examinations for information and necessary action.
4) Directors of all Schools of Studies for information.
5) System Analyst, with a request to upload this notification on the University website.
6) Coordinators of all Study Centres and designated Examination Centres for information and necessary action.

(Dean, Academic)

Dean (Academic)
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Annexure I

Format of Undertaking to be Submitted by the Learner along with the Project/Dissertation Report

UNDERTAKING

I, ..., do hereby declare that the Project/Dissertation report submitted by me is the outcome of my own original work, carried out under the supervision of Dr./Mr./Ms./Mrs. ....., ... (Designation), Department of ....., ... (Name of the Study Centre). I further declare that no part of this report has been copied from any other source without due acknowledgement, nor reproduced from any previously submitted Project/Dissertation. All sources consulted in preparing this report have been duly acknowledged and cited.

I have also enclosed the plagiarism/similarity report of my Project/Dissertation, which shows a similarity index of ..... %.

If this undertaking is found to be false, I shall be solely responsible for any consequences arising therefrom.

Signature of the Learner

Name of the Learner:

Enrolment Number:

Study Centre:

Programme:

Date:

Place:

Annexure II

List of Software for Plagiarism Check

LIST OF PAID SOFTWARE

Sl No	Software Name	Link
1	Grammarly	https://www.grammarly.com/
2	Turnitin	https://www.turnitin.com/
3	DrillBit	https://www.drillbitplagiarism.com/
4	PapersOwl	https://www.papersowl.com/free-plagiarism-checker/

LIST OF FREE SOFTWARE

Sl No	Software Name	Link
1	PaperPass	https://www.paperpass.net/
2	Plagiarism Detector	https://www.plagiarism-detector.com/

Note: Learners may also use any other reliable plagiarism detection software.