

**GUIDELINES FOR IMPLEMENTATION OF THE FOURTH YEAR OF THE FOUR YEAR
UNDER GRADUATE PROGRAMME (FYUGP) IN THE COLLEGES AFFILIATED TO
DIBRUGARH UNIVERSITY**

Preamble

As per the Dibrugarh University Regulations (Revised) for the Four-Year Undergraduate Programmes (FYUGP) in choice-based credit system (CBCS), 2024, upon completion of the third year (6th semester) of the four-year undergraduate programmes (FYUGP) the students may avail any of the following options:

I. Third Year of FYUG programme: After successful completion of three years, securing 120 credits, students may exit from the programme and get the award of UG degree in the major discipline.

II. Fourth Year of FYUG programme: A student who wishes to continue to the fourth year of the FYUG Programme shall have two options:

- A) Fourth Year of the FYUG Programme with Honours; and
- B) Fourth Year of the FYUG Programme with Honours with Research.

A) Fourth Year of FYUG Programme with Honours: Students may wish to undergo a 4-year (8 semester) UG programme to be awarded with the UG Honours degree in the major discipline after successful completion of four years with Discipline Specific Elective Courses in 7th and 8th semesters in lieu of Research Project and Dissertation, securing a minimum of 160 credits. **The Fourth Year of the FYUG Programme with Honours may be offered by the Departments of all Colleges.**

B) Fourth Year of FYUG Programme with Honours with Research: **The Fourth Year of the FYUG Programme with Honours with Research cannot be offered by all Colleges or by all Departments of a College. Only those Departments having the prescribed academic and research facilities, qualified faculty members, and other required resources shall be eligible to offer the programme. Further, only those students who fulfil the prescribed eligibility criteria shall be permitted to enroll in the programme.**

Students with a minimum of 7.5 CGPA or 75% of the total marks till the 6th Semester of FYUGP may wish to undergo a 4-year (8 semesters) UG programme with Honours with Research degree in the major discipline.

In the above context following guidelines for introducing the fourth year of the Four Year Under Graduate with Honours with Research are prescribed:

1. Student Progression to higher semesters after third year of FYUGP

1.1 Students may seek admission into the Fourth Year with Honours of the Four Year Under Graduate Programme in the same institute even with outstanding backlog(s) in the previous semesters.

1.2 After successful completion of three years (6 Semesters) of the Four-Year Undergraduate Programme or the Five-Year Integrated Postgraduate Programme, with a minimum of 120 credits, students may seek admission into the Fourth Year (7th Semester) at Dibrugarh University through qualification in the Dibrugarh University Admission Test (DUAT), or into any other Institution of Higher Education in accordance with the admission procedure of the concerned institution.

1.3 After successful completion of four years (8 semesters) of the Four-Year Undergraduate Programme or Five-Year Integrated Post Graduate Programme, securing 160 credits, students may seek admission in the Fifth Year (9th Semester) of the Dibrugarh University through qualification in the Dibrugarh University Admission Test (DUAT) or any other Institute of Higher Education through the procedure followed by the concerned Institute.

2. Research Work in Semester VIII

2.1 Purpose and Context

The Undergraduate Curriculum Framework (UGCF) 2022, aligned with the National Education Policy (NEP) 2020, emphasizes holistic, multidisciplinary, and experiential learning. A key element of this framework is the inclusion of research as a vital component in the 4th year of the curriculum. Most of the sessions in this semester will be conducted in a seminar-based format, supplemented by individual and group conferences/supervision. Emphasis will be placed on discussion and critical analysis of assignments. Learners will be encouraged to engage with books, research journals, and other scholarly resources relevant to their research topics, and to present and discuss their readings in seminar sessions. Throughout the semester, learners will be guided to identify and reflect upon research issues, engage in academic debates with teachers and peers, and gradually synthesize their ideas to develop as independent researchers.

As this is a research-oriented programme, the course will involve:

- a) A significantly higher academic workload compared to undergraduate-level courses;
- b) Extensive reading and review of scholarly literature; and
- c) A substantial degree of critical thinking and analytical engagement.

2.2 Research Project/Dissertation:

Students with a minimum of 7.5 CGPA or 75% of the total marks till the 6th Semester of FYUGP who wish to undergo a 4-year (8 semesters) UG programme with the Honours with Research degree have to write a dissertation in the major discipline under the supervision of an approved supervisor. The dissertation must be written in English language in all the subjects other than the language subjects. The total duration of completing the dissertation shall be 15 Weeks.

2.3 Method of Assessment:

- a) **Continuous Internal Evaluation:** 40 % of Total Marks (to be assessed throughout the semester)
- b) **End-Semester Evaluation:**
 - Dissertation: 50 % of Total Marks
 - Seminar Presentation and Viva-Voce: 10 % of Total Marks

The End-Semester Evaluation shall be conducted by a panel of two examiners comprising of the Faculty Supervisor and one external examiner (to be appointed by the Dibrugarh University).

3. Supervision of the Dissertation

3.1 In the 4th Year, Honours with Research track shall be allowed in those subjects of a college where at least 2 nos. of recognised PhD supervisors are available. Provided that in case, where there is only one recognized supervisor is available, a recognized PhD supervisor from other relevant subjects may be considered. Provided further that, where there is only one supervisor to guide the student, the college may explore the availability of another supervisor from a neighbouring college with prior approval from the university.

3.2 The allotment of supervisors to students shall be made, to the extent feasible, in accordance with the relevance of the student's proposed topic to the faculty member's domain of expertise.

For this purpose, colleges may formulate and adopt objective, transparent, and equitable parameters.

3.3 A Research Advisory Committee (RAC) for every student shall be constituted as prescribed in *Clause 6.1* of the guidelines.

4. Allotment of Student

4.1 A faculty member shall not be assigned more than four (4) students for supervision at any given time, subject to the student–teacher ratio of the relevant programme. Provided that the College Research Committee (CRC) may, for reasons to be recorded in writing, allow a higher number of supervisees in exceptional cases with due approval from the competent authority.

4.2 A student who has obtained at least 7.5 CGPA or 75% of the total marks up to the Sixth Semester of the FYUGP shall be permitted to opt for the Honours with Research track in the Fourth Year. Provided that, where the number of eligible applicants exceeds the permissible intake, selection shall be made on the basis of CGPA or merit, taking into account academic performance up to the Sixth Semester.

4.3 The dissertation shall be undertaken and completed by each student individually and shall not be carried out in groups.

5. College Research Committee (CRC)

5.1 Composition of CRC

Each college shall constitute a College Research Committee (CRC), which shall be responsible for the effective implementation of the Honours with Research track in the Fourth Year, as well as for maintaining academic quality and research ethics. The CRC shall comprise the following members:

- (i) The Principal of the College;
- (ii) The Coordinator of the IQAC;
- (iii) Teacher(s)-in-charge (with PhD) of the various disciplines in the College (maximum three (3) in numbers);
- (iv) Two Teachers, who are also PhD supervisors (to be nominated by the teachers).

5.2 Roles & Responsibilities of CRC

- Evaluate research proposals for academic, ethical, and financial feasibility.
- Ensure compliance with ethical standards and facilitate ethics approval.
- Monitor research projects, dissertations, and thesis work for timely completion.
- Promote research culture within the institution.
- Promote capacity Building through Organization of workshops, seminars, and training programmes on research methodology and related areas.
- Facilitate interdisciplinary and external collaborations with industry and academic institutions.
- Promote dissemination of research findings through publication in reputed ISSN journals and support patent-related activities.
- Foster research aptitude and student participation in research activities.
- Provide guidance, support, incentives, and access to research resources and journals.

6. Research Advisory Committee (RAC)

6.1 Composition of RAC

A Research Advisory Committee (RAC) shall be constituted for every student for the purpose of academic guidance and evaluation. The composition of the RAC shall be as follows:

- (i) The Supervisor;
- (ii) One faculty member belonging to the same discipline;
- (iii) One faculty member from a different discipline, drawn from the same college or from any other recognized college/institution.

6.2 Roles and Responsibilities of RAC

- Provide guidance and continuously monitor the progress of the research work.
- Examine and approve the research proposal, objectives, methodology, and scope of study.
- Assess the progress of the research work at regular intervals and suggest improvements.
- Ensure adherence to ethical standards, academic integrity, and quality research practices.
- Facilitate the systematic completion and timely submission of the dissertation/project work.

7. Supervision and Progress Tracking

7.1 Faculty supervisors shall guide and monitor students on a regular basis to ensure satisfactory progress towards the prescribed outcomes for Semesters VII and VIII.

7.2 Every student shall present the progress of his/her work before the Research Advisory Committee (RAC) on a monthly basis for evaluation and guidance. Progress Reports (Annexure A), duly endorsed by the RAC, shall be submitted to the College Research Committee (CRC) after completion of each of the first five Phases (*i.e.*, Phase I to V) in respect of Semester VIII.

8. Research Project Timeline for Semester VIII

The following consolidated suggestive timeline is designed for the successful completion of the Individual Research Project in Semester VIII across all disciplines. The entire tenure of the Project/Dissertation is divided into five (5) phases based on the weeks and activities to be performed. **Though the Research Project is to be completed in the VIII Semester, the preparatory activities such as counselling of students, orientation on research methodology, identification of broad research areas, selection of supervisors, formulation of research topics, and preparation of the research proposal may be initiated in the VII Semester itself.**

| Phase/Weeks | Activities | Description |
|---------------------------------|---|--|
| Phase I (Weeks 1-3) | Preparation and presentation of the Research Proposal | Students shall identify a research topic in consultation with the faculty supervisor, prepare and present a seminar paper, and develop a research proposal incorporating background of the study, objectives, review of literature, methodology, and proposed plan of work. During this phase, learners shall also undertake an extensive review of books, journals, reports, and other scholarly resources relevant to the study. |
| Phase II (Weeks 4-7) | Research Design, Data Collection, Experimentation and Analysis | Students shall finalize the research methodology, sampling/experimental design, tools and techniques of data collection, and carry out fieldwork, laboratory work, surveys, experimentation, or data collection. The collected data/results shall be processed, tabulated, analysed, and interpreted using appropriate statistical or analytical tools/software. |

| | | |
|-----------------------------------|---|--|
| Phase III (Weeks 8-10) | Writing of Introduction, Methodology and Review of Literature | Students shall prepare the introductory chapter covering the background, statement of the problem, significance, objectives/hypotheses, and scope of the study, methodology followed by a critical review and synthesis of relevant literature. |
| Phase IV (Weeks 11-13) | Writing of Results/Analysis Chapters | Students shall prepare chapters relating to research objectives. They shall also present and interpret findings using tables, graphs, figures, photographs, and statistical procedures. |
| Phase V (Weeks 14-15) | Writing of Findings, Discussion, Conclusion and Final Submission | Students shall prepare the final chapters containing major findings, discussion, summary, conclusions, implications, bibliography/references, appendices, and final formatting of the dissertation/project report. Preparation for seminar presentation and Viva-Voce shall also be undertaken during this phase |

9. Quality Assurance, Submission and Repository

9.1 Quality Assurance

Both the student and the supervisor shall be jointly responsible for ensuring that the work submitted is original and in compliance with the University's plagiarism policies.

9.2 Submission of the Dissertation

The submission of the dissertation shall be allowed under the following conditions:

- Submission of phase-wise progress report from Phase I through Phase V
- The dissertation shall be written in the standard format as prescribed in Annexure C
- Plagiarism report certifying originality (The standards of plagiarism certification shall be notified by the University);
- Submission of the Ethical Declaration Form by the student and Supervisor's Certificate as per Annexure B

9.3 Repository

To uphold academic integrity and maintain research quality, every college shall maintain a research repository in digital form and, where required, in physical form. The repository shall contain the following:

- (i) Title of the research work;
- (ii) Abstract summarizing the study;
- (iii) Keywords relevant to the topic;
- (iv) Plagiarism report certifying originality;
- (v) Ethical Declaration Form by the student and Supervisor's Certificate (Annexure B)

10. Faculty Orientation and Support

Faculty members involved in supervising student research shall be required to participate in periodic training programmes. Colleges shall organize Faculty Development Programmes (FDPs) to enhance competencies in:

- (a) Research methodology;
- (b) Application of data analysis tools;
- (c) Ethical standards in research supervision.

In addition, a guidance handbook may be made available to faculty members, containing assessment mechanism, Similarity Certificate format, logbook formats, ethical declaration forms etc.

11. Student Orientation

Colleges shall conduct orientation programmes at the beginning of each semester to prepare students for their research activities. These programmes shall cover research ethics, academic integrity, citation practices, anti-plagiarism protocols of the University (with support from the Librarian, where required), and training in the use of referencing tools.

12. Power to Interpret and Appellate Authority

12.1 For any matter not covered in these guidelines, the Dibrugarh University Regulations (Revised) for the Four-Year Undergraduate Programmes (FYUGP) in choice-based credit system (CBCS), 2024 shall be referred.

12.2 Notwithstanding anything contained in these guidelines, any question, dispute, or difference arising out of their interpretation or implementation shall be referred to the Vice-Chancellor, whose decision thereon shall be final and binding.

Annexure A
Progress Report (PR)

For FYUGP Students Pursuing Honours with Research in Semester VIII (Session: _____)

Report no. (I /II /III /IV /V): _____

Date of Report: _____

Section A: Student Details

| | |
|--|--|
| Name of the Student (in CAPITAL letters) | |
| College Roll Number | |
| Examination Roll Number | |
| Department | |

Section B: Research Track Information

| |
|---|
| Title of Academic Project / Dissertation: |
| Supervisor (Prof./Dr.): |

Section C: Progress Evaluation

| | | | |
|-----------------------------------|---------------------------------------|---|-----------------------------|
| Literature Review | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Unsatisfactory | <input type="checkbox"/> NA |
| Methodology / Research Design | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Unsatisfactory | <input type="checkbox"/> NA |
| Data Collection / Experimentation | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Unsatisfactory | <input type="checkbox"/> NA |
| Data Analysis & Interpretation | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Unsatisfactory | <input type="checkbox"/> NA |
| Writing and Drafting | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Unsatisfactory | <input type="checkbox"/> NA |
| Timeline of Work | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Unsatisfactory | <input type="checkbox"/> NA |

Select NA if a criterion does not apply. **Overall Progress:** Satisfactory Unsatisfactory

Section D: Supervisor / Committee Remarks and Recommendations

Section E: Signatures of Research Advisory Committee (RAC) Members

| Name and Designation | Signature and Date |
|---------------------------------|--------------------|
| Supervisor | |
| Expert from the Same Discipline | |
| Expert from Other Discipline | |

Note: The Candidate shall not be allowed to submit the dissertation unless he/she receives overall progress as satisfactory in all the progress reports for all the phases.

Annexure-B

ETHICAL DECLARATION BY THE STUDENT AND SUPERVISOR'S CERTIFICATE

(To be submitted along with the Dissertation/Research Project Report under FYUGP)

I hereby declare that the Dissertation/Research Project entitled “_____” submitted by me in partial fulfilment of the requirements for the award of the Degree under the Four-Year Undergraduate Programme (FYUGP) is a genuine and original work carried out by me under the guidance and supervision of Dr. _____.

1. The work embodied in this Dissertation has not been submitted earlier, either in full or in part, for the award of any Degree, Diploma, Certificate, or any other academic qualification to this or any other Institution/University.
2. All sources of information, references, data, and materials used in the Dissertation have been duly acknowledged and cited appropriately.
3. The Dissertation does not contain any plagiarized material, fabricated data, manipulated results, or unethical academic practices.
4. I have complied with all ethical standards, institutional guidelines, and academic regulations applicable to the conduct of research and preparation of the Dissertation.
5. I understand that if any violation of academic integrity or ethical misconduct is detected at any stage, the University/College shall have the right to take appropriate disciplinary action as per rules in force.

| | |
|--------------------------|-------|
| Name of the Student | _____ |
| Roll Number | _____ |
| Registration Number | _____ |
| Programme & Semester | _____ |
| Department/College | _____ |
| Date | _____ |
| Signature of the Student | _____ |

Certification by the Supervisor

This is to certify that the above declaration has been signed by the student in my presence and that the Dissertation/Research Project has been carried out under my supervision.

| | |
|------------------------|-------|
| Name of the Supervisor | _____ |
| Designation | _____ |
| Department | _____ |
| Signature with Date | _____ |

Annexure C

Standard Format of Dissertation

| | |
|--------------------------|--------------|
| Binding of thesis Cover: | Soft Binding |
| Colour: | Maroon |
| Margin Top: | 4 cm |
| Margin Bottom: | 4 cm |
| Margin Left: | 4 cm |
| Margin Right: | 2 cm |

Printing on the Top of the cover page: **Title of the thesis in capital letters (24 font size) Times New Roman/ appropriate font for the language subjects other than English.**

Printing in the middle of the cover page: **Name of the candidate in capital letters (18 font size) Times New Roman/ appropriate font for the language subjects other than English.**

Centre of cover page: **University Logo and College Logo**

Printing on cover page: **Thesis Submitted to the Department of _____, _____ College, An affiliated College of Dibrugarh University, Dibrugarh for the award of the Degree of Honours with Research, Month, Year.**

Printing on the Binding edge: **The binding edge of the jacket should contain the name of the candidate, year and dissertation title.**

Inside of thesis Printing: Font 12 Times New Roman, Both Side Printing, Margin- Top 3 cm, Bottom 3cm, Left 4cm, Right 2cm

Quality of paper: **Good quality(bond/maplitho)**

Size of paper: **A4**

Contents

Printing of cover to be repeated on first page

Certificate of the supervisor(s)

Certificate regarding Classified data

Copyright Transfer, if any

Acknowledgement (Thesis not to be dedicated to any relative)

List of Tables

List of Figures

List of symbols and abbreviations, if any.

Abstract: To convey the content of the thesis, to draw attention to all new information and to the main conclusions. It should be factual and should be suitable for copying, quoting, or indexing by information services.

Chapters: The text should have suitable Chapter numbers, titles and subtitles (if required) with pages numbered at the top right-hand corner 1 cm from top and 1 cm from right edge.

References (as per discipline mandate).