CNC-II/093/1/EC-1276/2025/17
Dated: 04.08.2025

NOTIFICATION

Sub: Amendment to Ordinance V & XIII

(ECR 24-24 dated 12.07.2025)

In accordance with the Executive Council Resolution No. 24-24 dated 12.07.2025, the following addition to Ordinance V and Ordinance XIII of the Ordinances of the University, is being notified for the information of all concerned:

Add the following:

Guidelines for Supervising Dissertations, Academic Projects, and Entrepreneurship in the 4th Year of the UG Programmes in the Colleges of the University, as per UGCF 2022 read with UGC Regulations, 2018 (as amended from time to time)

1. Faculty Supervision

   a. All faculty members, with or without a Ph.D., are eligible to supervise students undertaking research, dissertations, or entrepreneurship projects.
   b. Supervisors should be allotted students based on the topic of the student and faculty expertise in the said area, as far as possible. Colleges may formulate an objective parameter for the purpose of allotment of students for supervision.
   c. An academician holding the qualification of Assistant Professor or an Industry Expert (for the entrepreneurship track), with a professional qualification, either within or outside the university system, may be appointed as a Co-supervisor.
   d. An Advisory Committee for Research (ACR) for every student shall be constituted in the manner as prescribed.

2. Student Allocation and Group Work

   a. A faculty member may supervise a maximum of 10 students, subject to the student–teacher ratio of the relevant programme. The Research Committee of the College (RCC) may decide to increase the number of students assigned to the supervisor with appropriate justification.
   b. Dissertation writing must be done by a student individually and not in groups.
   c. Academic Projects may be conducted individually or in groups of 2–3 students, but in case of a group project, individual contributions must be explicitly defined and manifested in the output for the purpose of assessment.
   d. *Essentials for Entrepreneurship I and II* (Generic Electives) provide a foundation of understanding Entrepreneurship. Students opting for the entrepreneurship track should study these two GEs in the 4th Year, if not studied earlier.

3. Supervision and Progress Tracking

a. Faculty supervisors must provide guidance at regular intervals to the student to meet the prescribed outcomes for Semesters VII and VIII.

b. Student shall appear before the Advisory Committee for Research (ACR) once every month and make a presentation of the progress of his/her work for evaluation and further guidance. A Monthly Progress Report (MPR) for each student, endorsed by the Advisory Committee for Research (ACR), must be submitted to the Subject Research Committee (SRC) of the college.

A. Research Committee of College (RCC)

Each college should have a College Research Committee (RCC). The RCC shall comprise of the following:
  i. Principal of the College
  ii. Convenor of IQAC
  iii. Teacher in-charge of various disciplines in the college

B. Subject Research Committee (SRC)

Each college should have a Subject Research Committee (SRC). The SRC shall comprise of the following:
  i. Teacher in-charge
  ii. Two faculty members by rotation – one from those who have more than 10 years of teaching experience and the other from those who have less than 10 years of teaching experience

C. Advisory Committee for Research (ACR)

Advisory Committee for research (ACR) shall comprise of the following:
  i. Supervisor
  ii. One faculty member from the same discipline
  iii. One faculty member from different discipline from the same college/ other college/institute

4. Research Funding

Student research projects may be supported through a variety of funding mechanisms. These include:

i. Institutional funding from the College Student Welfare Fund ('Research promotion and student internship' and 'Innovative Projects') and College Facilities and Services Charges ('Research activities').
ii. Funding from industry through industry-academic collaborations
iii. Corporate Social Responsibility (CSR) initiatives
iv. Alumni contributions or other mechanisms established by the college.

Funding should be awarded based on merit of the proposals of the students. Students must submit well-justified proposals. A proforma may be developed for this purpose by the colleges. A proper utilization certificate (UC) should be submitted in accordance with the college norms, if funding is provisioned.

5. Quality Control and Research Repository

To maintain academic integrity and quality, every college must maintain a research repository in digital mode and, if required, in physical mode containing:

    i.   Title of the research work
    ii.   Abstract summarizing the study
    iii.   Keywords relevant to the topic
    iv.   Plagiarism report verifying originality
    v.   Supervisor's remarks on the quality and process

Additionally:

a. A central portal may be developed to annually upload top undergraduate research papers for wider visibility and academic exchange.
b. Both students and supervisors would be jointly responsible for ensuring that submitted work is original and complies with plagiarism policies.

6. Faculty Orientation and Support

Faculty members involved in supervising student research must receive regular training. Colleges should organize Faculty Development Programs (FDPs) covering:

a. Instruction on research methodology
b. Use of data analysis tools
c. Ethical practices in research supervision
d. A guidance handbook should be provided, containing: Assessment rubrics; Research logbook templates; Ethical declaration forms

7. Student Research Preparation

To prepare students for their research journey, colleges are advised to conduct orientation sessions at the start of each semester, which include:

a. Research ethics and academic honesty
b. Proper citation practices
c. University's anti-plagiarism protocols (Librarian may be involved)
d. Training in the use of referencing tools

Power to remove difficulties

Notwithstanding anything contained above, the decision of the Vice Chancellor shall be final and binding with respect to any dispute or differences, arising out of the interpretation and implementation of these guidelines.

REGISTRAR