



હેમચંદ્રાચાર્ય ઉત્તર ગુજરાત યુનિવર્સિટી

Accredited by NAAC with "B" Grade (CGPA 2.21)

પો.બો.નં.-૨૧, યુનિવર્સિટી રોડ, પાટણ (ઉ.ગુ.) ૩૮૪૨૬૫

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પરિપત્ર નં.-૧૭૬/૨૦૨૬

વિષય: રાષ્ટ્રીય શિક્ષણ નીતિ - ૨૦૨૦ અંતર્ગત સ્નાતક કક્ષાના અભ્યાસક્રમોના સેમેસ્ટર- ૭ અને ૮ ના રિસર્ચ પ્રોજેક્ટ / ડેઝટેશન માટેની SOP અંગે.

આ યુનિવર્સિટી સંલગ્ન રાષ્ટ્રીય શિક્ષણ નીતિ - ૨૦૨૦ હેઠળની તમામ વિદ્યાશાખાઓની કોલેજોના આચાર્યશ્રીઓને જણાવવાનું કે, એકેડેમિક કાઉન્સિલની તારીખ: ૨૬/૦૬/૨૦૨૬ ના રોજ મળેલ સભાના ઠરાવ નં.- ૮.૨૧૫.૩ થી મળેલ મંજૂરી હેઠળ માન.કુલપતિશ્રીએ સ્નાતક કક્ષાના અભ્યાસક્રમોના સેમેસ્ટર ૦૭ અને ૦૮ ના રિસર્ચ પ્રોજેક્ટ/ ડેઝટેશનની સ્ટાન્ડર્ડ ઓપરેટીંગ પ્રોસીઝર (SOP) મંજૂર કરેલ છે. જેનો અમલ કરવા સારૂ સંબંધિતોને આ સાથે સામેલ રાખી મોકલવામાં આવે છે. જેનો યુસ્તપણે અમલ કરવાનો રહેશે.

સદર બાબતની જાણ આપના સ્તરેથી અધ્યાપકશ્રીઓ તથા વિદ્યાર્થીઓને કરવા વિનંતી છે.

નોંધ: (૧) વિદ્યાર્થીઓની જરૂરીયાત માટે પરીપત્રની એક નકલ કોલેજના / ડિપાર્ટમેન્ટના ગ્રંથાલયમાં મૂકવાની રહેશે.

(૨) આ પરીપત્ર યુનિવર્સિટીની વેબસાઇટ www.ngu.ac.in પર પણ ઉપલબ્ધ કરવામાં આવેલ છે. આથી સંબિધત કોલેજોને ડાઉનલોડ કરી ઉપયોગ કરવા સારૂ જણાવવામાં આવે છે.

કુલસચિવ

બિડાણ: ઉપર મુજબ

નં.એકે/સ.મં-૨/અક્સ-૩૫૮૮/૨૦૨૬

તા. ૧૩/૦૮/૨૦૨૬

નકલ રવાના: (જાણ તથા ઘટતી કાર્યવાહી સારૂ) (By Email)

૧. ડીનશ્રી, રાષ્ટ્રીય શિક્ષણ નીતિ - ૨૦૨૦ અંતર્ગતની તમામ વિદ્યાશાખા, હેમ.ઉ.ગુ.યુનિવર્સિટી, પાટણ.
૨. ચેરપર્સનશ્રી, રાષ્ટ્રીય શિક્ષણ નીતિ - ૨૦૨૦ અંતર્ગતની વિદ્યાશાખા હેઠળની તમામ અભ્યાસ સમિતિ, હેમ.ઉ.ગુ.યુનિવર્સિટી, પાટણ.
૩. કોલેજોના આચાર્યશ્રીઓ તરફ
૪. પરીક્ષા નિયામકશ્રી, હેમચંદ્રાચાર્ય ઉત્તર ગુજરાત યુનિવર્સિટી પાટણ.
૫. કો-ઓર્ડિનેટરશ્રી- રાષ્ટ્રીય શિક્ષણ નીતિ-૨૦૨૦, હેમ.ઉ.ગુ.યુનિવર્સિટી, પાટણ.
૬. ડાયરેક્ટરશ્રી - IQAC, હેમ.ઉ.ગુ.યુનિવર્સિટી, પાટણ.
૭. ગ્રંથપાલશ્રી, હેમચંદ્રાચાર્ય ઉત્તર ગુજરાત યુનિવર્સિટી પાટણ.
૮. માન.કુલપતિશ્રી/કુલસચિવશ્રીનું કાર્યાલય હેમચંદ્રાચાર્ય ઉત્તર ગુજરાત યુનિવર્સિટી પાટણ.
૯. સિસ્ટમ એનાલીસ્ટશ્રી, કોમ્પ્યુટર (રીઝલ્ટ સેન્ટર) હેમ.ઉ.ગુ.યુનિવર્સિટી, પાટણ.
૧૦. પ્રવેશ પ્ર-શાખા, હેમ.ઉ.ગુ.યુનિવર્સિટી, પાટણ
૧૧. મહેકમ શાખા, હેમ.ઉ.ગુ.યુનિવર્સિટી, પાટણ. (૨ નકલ)

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SOP For Evaluation of Research Component

Four Year UG Program NEP 2020

**Semester 7 and 8
(Honours with Research)**

Guidelines for assessment of Research Project/ Dissertation in Semester VII and VIII of 4th Year of UG Programme

1. The University has notified Outcomes which are expected to be achieved at the end of semester VII and VIII by the students who pursue Research Project/Dissertation
2. There is requirement of specifying in detail how these outcomes are to be assessed by the faculty members. It is proposed that the assessment should be a combination of continuous assessment, submission of written documents pertaining to the Outcomes specified, end term presentation and viva voce.
3. Accordingly, detailed assessment guidelines for three types of activities envisaged in the 4th Year of UG programmes are proposed, namely for (1) Research (i.e. Dissertation writing or Academic Project) (2) Translation (as part of Academic Project) . These Guidelines are provided below.

Composition of Committees

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. The research experience is intended to nurture creativity, problem-solving ability, and evidence-based reasoning, while also preparing students for advanced studies, professional careers, and meaningful societal contributions. By embedding research in the UGCF, students acquire lifelong learning skills and bridge the gap between knowledge acquisition and knowledge creation.

At the undergraduate level, the research component is introduced through Research Project/Dissertation writings, enabling students to gain practical experience in problem identification, data collection, analysis, and presentation. This component provides a foundational understanding of academic research while guiding students through a self-conceived research project under faculty supervision. Equal emphasis is placed on research ethics and academic integrity, ensuring that students develop not only methodological skills but also scholarly values.

By the end of the 4th year, students are expected to achieve the Outcomes of the research track which are already notified. One of such outcomes is to prepare and submit a comprehensive research dissertation or academic project report that demonstrates clarity, depth and originality. The document should include all essential components such as statement of problem, literature review, objectives, rationale, research questions (and hypotheses, wherever applicable), methodology, experimental/fieldwork details, as applicable, findings/ results with figures and tables, data analysis, interpretation, and discussion/ conclusion with suggestions.

Composition of different Committees: A College Research Committee (CRC) and a Subject Research Committee (SRC) for every department must be constituted by the College.

College/University Department Level Research Committee (CRC/DRC)	
01	Principal of College /Head of the University Department (Chairman)
02	College IQAC Director / University IQAC Director for the University Departments
03	Senior Most Teacher, who is research Guide of the College/University Department,
04	One Teacher, who is a research Guide Nominated by the Principal of the College /Head of the University Department.

A **College/Department Level Research Committee (CRC/DRC)** promotes and supports research activities by reviewing proposals, ensuring ethical conduct, and allocating resources. Its members, often faculty from various departments, guide researchers and organize workshops. The committee's work helps to foster a culture of inquiry and lead to improved teaching methods and student research skills.

Key Roles & Responsibilities:

- **Proposal review:** Evaluate research proposals for scientific, ethical, and financial viability.
- **Ethical oversight:** Ensure that the research adheres to ethical guidelines and provide ethics certification.
- **Monitoring progress:** Supervise ongoing research projects and thesis/ dissertation/ project work to ensure timely completion.
- **Resource management:** Assist in allocating internal funds, securing external grants, and managing research facilities.
- **Support and promotion**
- **Capacity building:** Organize workshops, seminars, and training sessions on research methodology.
- **Collaboration:** Encourage and facilitate collaborations between faculty, different departments, and external partners like industry and other institutions.
- **Publication and dissemination:** Encourage faculty to publish research in reputed journals (with ISSN) and assist with patent applications.
- **Student development:** Motivate students to develop research aptitude and participate in research activities.
- **Incentives and support:** Provide incentives, facilitate access to research journals, and offer guidance for proposal submission.

Subject Research Committee	
01	HOD of the concerned Subject at College/Senior Teacher in the Concerned Subject at University Department (Chairman)
02	All Research Supervisors/Guide in the concerned subject of College/University Department
03	One Teacher who is research Supervisor/guide in concerned subject from other college/Department nominated by the Principal
04	If the research is multidisciplinary nature, one research supervisor/guide from another subject nominated by the Principal.

A **Subject Research Committee (SRC)** is a formal Department/Subject-Specific Committee for areas like Physics, Biology, Commerce, Political Science, Geography, English, Hindi etc. in a college, that oversees research activities, sets standards, reviews proposals (especially for ethical clearance), guides researchers (faculty/students), promotes a research culture, and ensures quality publications and adherence to policies, acting as a key governance layer for academic research in specific fields or across the institution.

Key Roles & Responsibilities:

- **Guidance & Mentorship:** Advise research scholars on (research) topics, proposals, and progress.

- **Quality Control:** Ensure high standards for research quality, methodology, and output.
- **Progress Monitoring:** Periodically review progress reports and suggest corrective actions if research stalls.
- **Policy Implementation:** Oversee adherence to institutional research policies and ethical guidelines. **Promotion:** Encourage research by organizing seminars, workshops, and facilitating publications. **Review & Approval:** Review research proposals, especially for ethical aspects

The Research Project /Dissertation must be prepared with the approval of the Subject Research Committee (SRC). The research work on one topic so selected and approved, shall span both in the seventh and eighth semesters. The Dissertation or the Project Report should be submitted towards the end of semester

Assessment Parameters (Semester-VII) (Excluding Translation Work)

Total Credit-6

Total Marks-150

Sl. No.	Assessment Parameters	Marks	Sub-division
1.	Identification of the research problem	15	- Potential contribution to existing knowledge or Novelty or Innovation in approach (10 marks) - Contemporary relevance of the research / originality of the topic in terms of above mentioned research in the domain area. (5 marks)
2.	Review of Literature	15	- Use of appropriate databases (e.g., PubMed, Web of Science, Scopus) and relevance of search keywords/phrases (5 marks) - Range and balance of primary and secondary sources, at least 50 sources (5 marks) - Identification of the research gap emerging from the review (5 marks)
3.	Formulation of Research Design	70	- Statement of Problem (5 marks) - Scope of Research (5 marks) - Aims and Objectives (3–5 objectives) (10 marks) - Research Questions (3-7 questions) (10 marks) - Hypothesis (5 marks) - Research Methodology (30 marks) - Limitations (5 Marks)
4.	Commencement of data collection, fieldwork, or equivalent activities	25	Evidence of preliminary work or pilot results appropriate to research type (25 Marks) - Empirical: 10-20% data collected, pilot-tested tools, preliminary tables/figures - Scientific: At least one experiment/method standardized, preliminary results shown - Doctrinal: Draft of ≥ 2 chapters, evaluated for clarity, coherence, critical foundation - Language research: selection of topic, language on which the student is going to work, clarity on application of theoretical framework, finalization of tools for data collection, and at least one chapter should be completed

			● Systematic Review/Meta-analysis: Search in 2-3 databases, PRISMA flowchart, pilot data extraction tables
5.	End-term assessment of Semester VII	25	This will have the following steps ● Presentation of the research design, including objectives, methodology, scope, limitations, and tentative Chapterization; for science projects, preliminary results or pilot data. Assessment will emphasize clarity, accuracy, logical flow, and effective use of ICT. (20 Marks) ● A viva voce examination will be conducted towards the end of the semester to evaluate the student's performance, understanding of the research problem, methodological approach, preliminary findings, and overall progress. (20 Marks) The Examiners may ask questions related to theoretical framework, methodology, data interpretation, originality and significance, limitations and future scope, work done and future implications of the research. The student will have to defend and justify his/her choices and findings.

Assessment Parameters for Research Dissertation/Academic Projects

Semester: VIII

[Excluding Translation Work Project/Dissertation]

(Total Credits: 6 |

Total Marks: 150)

S. No	Assessment Parameter	Marks	Sub-components
1	Completion of Experimentation / Fieldwork/ Data collection and Analysis	25	Quality, reproducibility, adequacy, and reliability of data or field observations
2	Final Report Submission: Aim, Review of Literature, Objectives, Methodology, Results, Conclusions, Discussion, Further Scope of Research	50	Proper referencing, similarity index upto 10%, AI-generated content upto 20%, academic integrity, and adherence to ethical standards
3	Recommendations and submission of any one Scholarly Output as listed below	25**	Originality, Relevance, and Practical/ Academic implications (Prototype/ Patent/ Publication/ Book)
	3(a)** Research Publication	20-25	** Marks to be followed based on the outcomes.
	3(b)** Book / Book Chapter Publication	15-25	
	3(c)** Prototype / Product / Patent:	15-25	
	3(d)** Other Scholarly Work	10-20	
	3(e)** Draft Policy formulation\$	15-25	
4	End-Term Presentation and Viva Voce	50	Presentation skills (15) + Viva voce (35) demonstrating understanding, defense of findings, and readiness for scholarly discourse

Each student must provide evidence of at least one of the following scholarly outcomes:

Research Publication: Publication in Scopus / Web of Science indexed journals or in any other reputed journal approved by the University. In case the publication is in the process then a proof of communication from the Editor / Editor-in-Chief indicating that the manuscript has been considered for review or is under consideration, should be submitted by the student. /

OR

Book / Book Chapter Publication: A Book or Book Chapter bearing an ISBN number must be published by a reputed publisher. In case the publication is still in process, the student must submit an official acceptance letter from the Editor / Publisher clearly stating that the manuscript has been

accepted and is under consideration for publication.

OR

Prototype / Product / Patent: Development of a prototype or product, or filing of a patent based on the research work.

OR

Any other scholastic work (any one of the following two):

- Paper or poster presentation related to the research topic at a recognized National or International Conference / Seminar.
- Participation in International / National / State level Hackathons, Exhibitions, or Entrepreneurship platforms to showcase the work. /

OR

Draft Policy formulation and submission to the relevant Ministry / Government Body: Students may choose to review an existing policy, identify gaps or limitations, and propose revisions or enhancements. Alternatively, students may formulate a new policy in domains where no formal policy currently exists and where a clear need can be demonstrated. The policy feed should be in coherence with the existing policy formulation framework

OR

Book translation (for Language departments – see under the Translation Track)

Guidelines for Translation work Project /Dissertation

Since the NEP 2020 gives due value to the Indian regional languages, the inclusion of translation in the Undergraduate Curriculum Framework (UGCF) 2022 aims to equip students with essential linguistic, analytical, and intercultural skills. Keeping in view the learner centric approach, this policy has been designed in a way that language may not become barrier in teaching learning process. The important books available in English should be made available to the learners of different regions in their own language. Translation is not only a language exercise but also a tool for knowledge transfer, cultural exchange, and skill development. By learning translation, students are expected to enhance their comprehension, critical thinking, and communication abilities, while also developing sensitivity to cultural nuances and diversity. Another purpose to introduce translation is to prepare students for academic research, professional fields like media, law, business, and technology, and contributes to India's vision of becoming a knowledge society as outlined in the NEP 2020. Ultimately, the aim is to make graduates globally competent, employable, and capable of bridging linguistic and cultural boundaries through translation.

Selection of Work for Translation

- i. The task of translation is to be done at individual level. Each student opting translation must be given separate work as SL.
- ii. Both the student and the supervisor must ensure that the chosen text for translation is one that has not previously been translated and that it makes a substantive contribution to the knowledge system.

The following categories may serve as guiding parameters in the selection of works for translation:

1) Literary Works

- a) Canonical and contemporary plays, novels, short stories, folk narratives, and children's literature.
- b) Select poems, folk songs, and oral traditions rooted in Indian cultural heritage (simple yet aesthetically and culturally profound compositions).
- c) Anecdotes or biographical sketches of eminent personalities who have enriched literature or contributed significantly to Indian Knowledge Traditions at local, national, or global levels.

2) Functional / Practical Texts

- a) Newspaper articles, editorials, and features embodying timeless intellectual cultural insights. or
- b) Speeches or addresses delivered by eminent personalities with enduring inspirational value across political, cultural, or social contexts.

3) Academic & Knowledge-based Texts

- a) Essays or research summaries from the social sciences and humanities.
- b) Scientific or technical writings (within or beyond prescribed curricula) simplified for broader comprehension.

- c) Historical or cultural narratives that highlight the legacy of India and its knowledge traditions.
- d) Texts offering timeless knowledge in domains such as Indian medicine, scientific innovation, spiritual traditions, health awareness, and physical well-being.

4) Cultural and Heritage Texts

- a) Proverbs, idioms, sayings, and oral traditions that encapsulate the richness of cultural heritage.
- b) Accounts and descriptions of festivals, traditions, or local practices of enduring significance that remain underrepresented in mainstream culture.
- c) Literature of folk wisdom, travel writings or ethnographic narratives capable of inspiring readers and deepening cultural understanding.

5) Creative and Media-related Texts

- a) Subtitling for short films, documentaries, or video clips of cultural or educational relevance.
- b) Translation of blogs, social media content, or websites that contain significant, insightful, and socially useful material.
- c) Translation of dialogues from timeless films that embody moral, ethical, or culturally edifying content.

Design for the Translation Project (100-125 pages)

Besides cover, title, certificate and acknowledge pages, the translation project will have the following content:

- i. Introduction (2-3 pages)
- ii. Rationale for selection of work (3-4 pages)
- iii. Translation from SL to TL (80 - 90 pages)
- iv. Problems in Translating the selected work and ways to tackle the issues. (15-16 pages)
- v. References

**Assessment Parameters for Research Dissertation/Academic Projects
(Semester: VII)
For Translation Project/Dissertation**

(Total Credits: 6 | Total Marks: 150)

Sl. No.	Assessment Parameters	Marks	Sub-division
1.	Selection of Work for Translation	10	i. Work that has not been translated in the chosen TL ii. Work that significantly contributes to knowledge system.
2.	Rationale for the Selection of the Work/Document	15	i. Educational Impact and Originality ii. Knowledge Contribution iii. Need and Educational Value iv. Multidisciplinary Approach and Skill Development v. Creative Element and Ethical Dimensions
3.	Completion and Submission of 50 % Translation Work	50	i. Correctness, Clarity and Accuracy ii. Tackling Cultural Barriers iii. Consistency, Completeness and Style iv. Equivalence v. Terminology Management vi. Creativity and Adaptation
4.	Identification, Explanation and Ways for Tackling of Problems in Translation	25	i. Cultural Barriers in Translation (General Introduction of the barriers) ii. Problem of Equivalence (General problem faced by all translators) iii. Knowledge of Ambiguity and Untranslability iv. Emotional and Creative Elements v. Maintaining Tone and Tenor
5.	End Term Assessment	20+30 = 50	a) On spot Translation Exercise (100-150 words- 30 marks) b) Viva Voce (40 marks): i. Significance of the work selected for translation ii. Problems faced during translation and ways applied to tackle them iii. Unbiasedness and Objectivity

**Assessment Parameters for Research Dissertation/Academic Projects
(Semester: VIII)
For Translation Project/Dissertation**

(Total Credits: 6 |

Total Marks: 150)

S. No	Assessment Parameter	Marks	Sub-components
1	Completion of Final Translation Work	50	Comprehensive evaluation of the translated document with emphasis on: (i) accuracy of meaning and intent, (ii) linguistic clarity and coherence, (iii) stylistic and genre-appropriate writing, (iv) preservation of tone, register, and voice, and (v) cultural and contextual fidelity between the Source Language (SL) and Target Language (TL).
2	Translator's Commentary on tackling various barriers	40	Analytical commentary detailing: (i) translation challenges encountered (linguistic, cultural, idiomatic, semantic, or structural), (ii) strategies and theoretical frameworks applied to tackle barriers, (iii) justification for lexical and syntactic choices, and (iv) reflection on cultural equivalence, untranslatability, and maintenance of authorial intent. (v) Consistency and Equivalence Management : Addressing Non-Translatability while Integrating Creative Elements in the Translated Text
3	Editing, Proofreading and Referencing Quality	20	Assessment of: (i) formatting consistency, orthographic accuracy, and grammatical correctness, (ii) standardized and discipline-appropriate terminology, (iii) accuracy in citations, glossary, footnotes, bibliographic references, and metadata, and (iv) adherence to prescribed style manual or referencing Guidelines.
4	End-Term Presentation and Viva Voce	40	Presentation skills (10) + Viva voce (30)

The final evaluation in Semester VIII focuses on the completion and critical analysis of the translation project, alongside the student's ability to defend their work during presentation and viva voce. Marks will be allotted on the basis of quality, comprehensiveness, and academic rigor demonstrated in the final translated document, translator's commentary, adherence to linguistic and cultural equivalence, as well as the student's scholarly understanding of translation practices.

Research Monitoring

1. Planning and Topic Selection

- a) All research topics/projects must be approved by the Advisory Committee of Research (ACR) Subject Research Committee (SRC). /
- b) Every proposal should clearly define its objectives, scope, methodology, and expected outcomes.
- c) Proposals must be screened for adherence to ethical standards such as plagiarism checks, ethical compliance (human/animal studies), and data privacy.
- d) Students shall continue to work under their supervisor and College Research Committee (CRC) structure that was established in Semester VII for his further work in Semester VIII
- e) All assessments other than End-Term Presentation and Viva Voce to be carried out by College Research Committee (CRC) as continuous assessment.
- f) End-Term Presentation and Viva Voce to be carried out by Viva Voce panel members.
- g) Monthly Progress Reports (MPRs), similarity upto 10% and extent of use of AI upto 20% to be verified mandatorily.
- h) The Subject Research Committee (SRC) shall appoint the External Examiners.

2. Mentorship and Guidance

- a) Supervisors shall hold regular mentoring sessions (fortnightly or monthly) and provide periodic updates to the Subject Research Committee (SRC) and College Research Committee (CRC).
- b) Supervisors / Mentors must ensure methodological rigour while allowing students independence in executing research.

3. Tracking, Monitoring, and Quality Assurance

- a) Scholars must submit periodic progress reports to the department, duly signed by their supervisor.
- b) Before the viva voce, the Subject Research Committee (SRC) will conduct progress presentations and forward reports to the College Research Committee (CRC) for interim assessment (separate from the viva voce).
- c) Supervisors and departments shall maintain a logbook or e-portfolio documenting timelines, challenges, and achievements.
- d) The rigor of research shall be monitored through checks on data collection, sample adequacy, use of tools, and statistical validity.
- e) Plagiarism detection software must be used to ensure the originality of written work.
- f) Research outcomes will be evaluated against the stated objectives and research questions.

4. Ethics and Integrity

- a) Research committees at the college and department level, along with the Research Advisory Committee, must ensure zero tolerance for plagiarism, academic dishonesty, and data manipulation.
- b) All research must comply with the ethical guidelines of the relevant discipline.

- c) Research Committee of College (RCC) should orient students to COPE and other relevant guidelines, with special focus on intellectual property rights (IPR) and proper citation practices.