

**ST. XAVIER'S COLLEGE, RANCHI**  
(An Autonomous College of Ranchi University, Ranchi)



**GUIDELINES FOR FINAL YEAR RESEARCH  
DISSERTATION**  
**(FYUGP – Session 2022-2026)**

(Dissertation / Academic Project)  
(Applicable to all disciplines – Science, Social Science, Humanities and  
Commerce)

## Minutes of the Meeting

A meeting of the Examination Committee was held on **8 December 2025 at 11:00 AM** in the Conference Hall, Main Building **to discuss the Research Component in Semester VIII.**

After detailed deliberations on the structure, eligibility criteria, supervision, assessment, and evaluation of the Research Component in Semester VIII, the Committee finalized the relevant provisions and recommendations. Based on the discussions and decisions taken in the meeting, the draft guidelines were prepared and approved in principle for further necessary action. Following members were present

### Member Attendance:

*Dated: 08<sup>th</sup> Dec. 2025*

| S.No. | NAME                              | DEPARTMENT   | SIGNATURE                             |
|-------|-----------------------------------|--|---------------------------------------|
| 1.    | Dr.(Fr.) Robert Pradeep Kujur S.J | Principal, Chairman                                |                                       |
| 2.    | Dr. Sumit Kumar Roy               | Controller of Examination (SXC), Member – Convener | Sumit Kr. Roy<br>08/12/25             |
| 3.    | Prof. Sanjay Kerketta S.J.        | Asst. Controller of Examination                    | <i>Sanjay</i><br>08/12/25             |
| 4.    | Dr. Sushil Kumar Pandey           | Asst. Controller of Examination                    | <i>Sushil</i><br>08/12/25             |
| 5.    | Dr. N.V.Appa Rao                  | Coordinator – Academic Council                     | N. Venkata Appa Rao<br>08/12/25       |
| 6.    | Dr. Sanjay Kumar Singh            | Controller of Examination (R.U)                    |                                       |
| 7.    | Dr.(Fr.) Ajay Minj S.J.           | Vice – Principal                                   | <i>Ajay Minj</i><br>08/12/25          |
| 8.    | Dr.(Fr.) Prabhat K. Soreng S.J    | Registrar  | <i>Prabhat</i><br>08/12/25            |
| 9.    | Dr.(Fr.) Florance Purty S.J       | Head, Dept. of Education                           | <i>Florance</i><br>08/12/25           |
| 10.   | Dr. J.P. Pandey                   | Dean Faculty of Arts                               |                                       |
| 11.   | Dr. Ajay Srivastava               | Dean Faculty of Science                            |                                       |
| 12.   | Dr. Narendra Kr. Singh            | Dean Faculty of Commerce                           | <i>Narendra Kr. Singh</i><br>08/12/25 |
| 13.   | Dr. Sanjay Kr. Sinha              | Dean Students Welfare                              | <i>Sanjay Kr. Sinha</i><br>08/12/25   |
| 14.   | Dr. Shiv Kumar                    | IQAC Coordinator                                   | <i>Shiv Kumar</i><br>08/12/25         |
| 15.   | Dr. J.P. Pandey                   | Head, Dept. of Hindi                               | <i>J.P. Pandey</i><br>08/12/25        |
| 16.   | Prof. B.K. Sinha                  | Head, Dept. of Political Science                   | <i>B.K. Sinha</i><br>08/12/25         |
| 17.   | Dr. Swarat Chaudhuri              | Head, Dept. of Comp. Science                       | <i>Swarat Chaudhuri</i><br>08/12/25   |
| 18.   | Dr. Gautam Rudra                  | Head, dept. of Commerce (Voc.)                     | <i>Gautam Rudra</i><br>08/12/25       |
| 19.   | Dr. Sanyukta Kumar                | Dept. of Biotechnology                             | <i>Sanyukta Kumar</i><br>08/12/25     |
| 20.   | Fr. Ravi Hemant kujur S.J.        | Bursar   | <i>Ravi Hemant kujur</i><br>08/12/25  |

The following members were actively engaged in the preparation of Guidelines for Final Year Research Dissertation, Session 2022–2026

| S.N. | Name                   | Department |
|------|------------------------|------------|
| 1    | Dr. Achal Sinha        | English    |
| 2    | Dr. Sandeep Kumar      | Commerce   |
| 3    | Dr. Mitesh Chakraborty | Physics    |

### **List Of Abbreviations**

|         |                                      |
|---------|--------------------------------------|
| FYUGP : | Four-Year Undergraduate Programme    |
| UGCF :  | Undergraduate Curriculum Framework   |
| NEP :   | National Education Policy            |
| ACR :   | Advisory Committee for Research      |
| SRC :   | Subject Research Committee           |
| CRC :   | College Research Committee           |
| IQAC :  | Internal Quality Assurance Cell      |
| CGPA :  | Cumulative Grade Point Average       |
| ISSN :  | International Standard Serial Number |
| PPT :   | PowerPoint Presentation              |
| CIA :   | Continuous Internal Assessment       |
| MPR :   | Monthly Progress Report              |

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## **GUIDELINES FOR FINAL YEAR RESEARCH DISSERTATION (FYUGP – Session 2022–2026)**

### **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 4<sup>th</sup> 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. Students may actively engage with the practical side of their learning to further improve their employability.

By embedding research in the FYUGP, 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 dissertation writings, enabling students to gain practical experience in problem identification, data collection, analysis, and presentation. One of such outcomes is to prepare and submit a comprehensive research dissertation report that demonstrates clarity, depth, and originality. 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.

The dissertation report 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. These components may vary in the case of doctrinal study. It should be ensured that the work reflects systematic inquiry and scholarly standards.

### **2. Eligibility criteria for Bachelor's Degree-Honours with Research**

An individual seeking continuation to the Bachelor's Degree-Honours/ Research in a specified field of learning, should have completed all requirements of the relevant 3-year Bachelor's degree with a minimum CGPA of 7.5, will be allowed to take the Research courses in Semester VIII of the undergraduate programme. In lieu of Research courses (for students securing less than 7.5 CGPA and qualified otherwise), three Advanced Major (disciplinary/ interdisciplinary/ multidisciplinary) courses will be offered, leading to an Honours Degree.

In case of non-availability of CGPA, students who secure aggregate 75% marks and above in the first six semesters and wish to undertake research at the undergraduate level can choose a research stream in Semester VIII. They should do a research project or dissertation under the guidance of a faculty member of the College. The research dissertation will be in the major discipline. The students, who secure 160 credits, including 12 credits from a research dissertation, will be awarded a UG Degree (Honours with Research).

Semester VIII Research Dissertation will be of 12 credits. The research outcomes of the project work may be disseminated through publication in ISSN/peer-reviewed journals, conference proceedings, edited volumes, institutional research repositories, or other recognised academic platforms, and may also be

considered for patenting, wherever applicable. After completion of a rigorous research project in their major area(s) of study in Semester VIII of the bachelor's degree (Honours with Research), the student shall be required to produce a dissertation/thesis. Before submitting the final dissertation/thesis, the student shall make a presentation before the Research Advisory Committee or Subject Research Committee of the Institution/ Department concerned, which shall also be open to all faculty members and other research scholars/students of the institute. The student shall submit the thesis for evaluation, along with (i) a certificate procured from approved plagiarism checker Turnitin/ithenticate (margin of up to 10% is permissible) and (ii) a certificate from the Research Supervisor attesting to the originality of the thesis and that the thesis has not been submitted for the award of any other degree/diploma to any other Higher Educational Institution.

The thesis submitted by a student shall be evaluated by his/her Research Supervisor along with one external examiner who is an Expert in the field. The examiner should be an academician with a good record of scholarly publications in the field. The viva-voce board shall consist of the Research Supervisor/s and the External Examiner. The viva-voce shall be open to the members of the Research Advisory Committee/ faculty members/ research scholars and students of the institute. The college may formulate appropriate rules/ordinances to affect these provisions.

### **3. Faculty Supervision**

- All **faculty members holding a PhD are eligible to supervise** students undertaking research dissertations. Faculty members **without a PhD but having at least 10 Years of teaching experience and a minimum of two published research papers in refereed journals** are also eligible to supervise.
- However, the departments offering research must have at least two permanent faculty members who are recognised as supervisors. Supervisors should be allotted based on faculty expertise in the said area. The college/ department shall formulate parameters for the allotment of students for supervision.
- An academician qualifying for Assistant Professor or an Industry Expert with a professional qualification, either within or outside the university system, may be appointed as a co-supervisor.

### **4. Dissertation Guidelines**

The undergraduate research dissertation constitutes an integral academic component of the programme and is intended to inculcate systematic inquiry, analytical thinking, and scholarly writing among students. The dissertation shall be undertaken on a topic relevant to the student's major discipline and shall reflect originality, methodological rigour, and academic integrity.

To ensure the academic relevance and feasibility of the proposed research, the dissertation work shall commence only after the **formal approval of the research synopsis by the College Research Committee (CRC) or the Subject Research Committee (SRC), as applicable**. Students are required to identify a suitable research area and prepare a research proposal/synopsis outlining the research problem, objectives, a brief review of the literature, proposed methodology, and expected outcomes. **This research proposal must be submitted to the concerned committee before the completion of Semester VII for scrutiny and approval.**

Upon approval of the synopsis, the student shall undertake the research work under the guidance of the allotted supervisor during Semester VIII. The research shall be carried out strictly in accordance with the approved proposal, and any substantial deviation in scope, methodology, or objectives shall require prior approval of the concerned committee. The completed research work shall be compiled in the form of a **dissertation**, adhering to the prescribed format and academic standards of the institution.

The dissertation shall be submitted for evaluation during Semester VIII and must be submitted ***at least ten (10) days prior to the last class day of Semester VIII***, to facilitate the evaluation process and scheduling of the viva-voce examination, wherever applicable.

The **composition, structure, roles, and responsibilities** of the **College Research Committee (CRC)** and the **Subject Research Committee (SRC)**, including their functions in proposal approval, monitoring of progress, and academic oversight, is discussed in detail in the following section.

#### **4.1 Composition of different Committees**

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

##### **4.1.1 College Research Committee (CRC)**

- Principal
- Dean of Concerned Stream
- Convenor of IQAC
- HOD/ Teacher in-charge of various disciplines in the College

A **College Research Committee (CRC)** 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.

##### **4.1.2 Subject Research Committee (SRC)**

- HOD/ Teacher in-charge
- At least two faculty members
- One faculty member from the other department in case the research work is interdisciplinary

**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

## **4.2 Research Monitoring**

### **4.2.1 Planning and Topic Selection**

All research topics must be approved by CRC/ SRC. Proposals must be screened for adherence to ethical standards and ethical compliance (animal studies) and data privacy.

### **4.2.2 Mentorship and Guidance**

Students shall maintain regular and continuous academic engagement with their respective supervisors and shall mandatorily attend scheduled supervisory meetings for periodic reporting of progress, receipt of academic guidance, and assessment of overall performance. Failure to meet or report to the supervisor as prescribed shall result in the student being **marked “Unsatisfactory” in the Monthly/Periodic Progress Reports (MPRs)**, which shall adversely affect the Continuous Internal Assessment (CIA) in the selected research track. **Such failure may also render the student ineligible to fulfil the prescribed credit requirements of Semester VIII.**

Supervisors shall be responsible for ensuring methodological rigour, academic integrity, and adherence to the approved research plan, while allowing appropriate academic independence to the student in the execution of the research work.

### **4.2.3 Tracking, Monitoring and Quality Assurance**

- Students must submit fortnightly progress reports to the department duly signed by the supervisor.
- Supervisors and departments must maintain a logbook documenting timeline.
- Monitoring should be done through checks on data collection, sample adequacy, use of tools and statistical validity.
- Plagiarism detection software **Turnitin/iThenticate** must be used to ensure originality of written work.

#### **4.2.4 Ethics and Integrity**

CRC and DRC must ensure zero tolerance for plagiarism, academic dishonesty and data manipulation. All research must comply with ethical guidelines of the relevant discipline.

#### **4.3 Research Funding**

Student Research Projects may be supported through a variety of funding mechanisms. Each department may conduct a meeting with its faculty members and submit a consolidated statement of research fund requirements. Departments may request funding through

- Institutional funding and college facilities
- Funding from industry through industry-academic collaborations
- Corporate Social Responsibility (CSR) initiatives
- Alumni contributions or other mechanisms established by the college.

### **5. Assessment Parameters (Total: 300 Marks)**

Dissertation writing must be done by a student individually and not in groups. The entire evaluation of the Undergraduate Research Project/Dissertation shall be structured into four distinct and sequential phases, each carrying a specified weightage and collectively accounting for the total assessment of the research component. The phases are designed to ensure systematic planning, scholarly grounding, rigorous execution, and effective academic communication, and are outlined as follows:

**Table-1: Dissertation Evaluation Framework: Phases, Scope, and Weightage**

| <b>Phase</b> | <b>Evaluation Component</b>                       | <b>Scope of Assessment</b>   | <b>Weightage (%)</b> | <b>Marks</b> |
|--------------|---|--|----------------------|--------------|
| I            | Research Planning and Design Phase                | Topic selection, formulation of research problem and/or hypothesis, clarity of objectives, and appropriateness of methodology                | 10%                  | 30           |
| II           | Critical Review and Synthesis Phase               | Literature search, critical evaluation and synthesis of existing research, development of scholarly and theoretical grounding                | 25%                  | 75           |
| III          | Research Execution and Dissertation Writing Phase | Execution of approved research plan, quality of data analysis and interpretation, originality of work, and coherence of dissertation writing | 25%                  | 75           |
| IV           | Scholarly Presentation and Evaluation Phase       | Research seminars, presentation of findings, response to questions, incorporation of feedback, and viva-voce examination                     | 40%                  | 120          |
|              |   |  | <b>Total</b>         | <b>300</b>   |

**Table-2: Summary of Marks Distribution for Dissertation in Semester VIII**

| S.N. | Evaluation Component                                     | Heading  | Marks           |
|------|--|--|-----------------|
| 1.   | <b>Research Planning and Design Phase</b>                | Preparation of the synopsis  | 15              |
|      |  | Presentation of Proposed Work  | 15              |
|      |  | <b>Phase I Total</b>   | <b>30</b>       |
| 2.   | <b>Critical Review and Synthesis Phase</b>               | i. Detailed Literature Review and Formulation of Research Design   | 30              |
|      |  | ii. Research Methodology<br>Experiments performed/Data collection/survey   | 30              |
|      |  | <i>Evaluation shall be carried out through the submission of two abstracts to the Subject Research Committee (SRC), demonstrating the suitability of the selected methods with respect to the stated objectives and/or hypothesis.</i> |                 |
|      |  | Preparation of a review article (in publishable form)  | 15              |
|      |  | <b>Phase II Total</b>  | <b>75</b>       |
| 3.   | <b>Research Execution and Dissertation Writing Phase</b> | Monthly Progress Report (MPR) 1x2  | 30<br>(15 each) |
|      |  | Execution of Research Plan, Data Analysis, Interpretation, and Originality   | 20              |
|      |  | Dissertation Writing, Structure, and Coherence   | 25              |
|      |  | <b>Phase III Total</b>   | <b>75</b>       |
| 4.   | <b>Scholarly Presentation and Evaluation Phase</b>       | End-Term Dissertation Evaluation (External Examiner)   | 60              |
|      |  | End-Term Viva-Voce with PPT Presentation   | 40              |
|      |  | Publication / Acceptance of Research Article   | 20              |
|      |  | <b>Phase IV Total</b>  | <b>120</b>      |
|      |  |  |                 |

## **5.1 Research Planning and Design Phase: (Preparation of Synopsis and Presentation of Proposed Work)**

During this phase, the student shall complete and present the following components:

**a. Identification of the Research Problem:** Clear articulation of the research problem, highlighting its originality, relevance, and significance within the chosen discipline.

### **b. Literature Review**

The literature review shall demonstrate a systematic and critical engagement with existing research through the use of appropriate and recognized academic databases (e.g., PubMed, Web of Science, Scopus), employing clearly defined search strategies and relevant keywords or phrases. It shall cover an adequate range and quantum of literature, including both landmark and recent studies, with a balanced consideration of primary research articles and review papers. The review shall further identify research gaps, limitations, or unresolved issues emerging from the existing body of literature, thereby providing a clear and logical rationale for the proposed study.

## **5.2 Critical Review and Synthesis Phase**

This phase shall comprise (i) Detailed Literature Review and Formulation of Research Design and (ii) Research Methodology, including experiments performed, data collection, and/or survey work, as applicable. Evaluation shall be carried out through the submission of two abstracts to the Subject Research Committee (SRC), demonstrating the suitability of the selected methods with respect to the stated objectives and/or hypothesis, along with the preparation of a review article in publishable form.

### **I. Detailed Literature Review and Formulation of Research Design/Objectives**

The following components must be completed and documented during this phase

- Detailed Literature Review demonstrating critical engagement with existing research.
- Statement of the Research Problem, clearly aligned with the research gaps identified from the literature.
- Scope of the Research, defining clear boundaries, justification, and rationale.
- Aims and Objectives, coherent with the title and problem statement.
- Research Questions and/or Hypotheses, concise, lucid, and aligned with the stated objectives.
- Hypothesis (where applicable), including:
  - Clearly defined variables
  - Measurability of variables
  - Null hypothesis
  - Operational definitions

### **II. Research Methodology / Research Design**

#### **a. Justification and Appropriateness of Methods**

- Justification of the selected research methods in relation to the stated objectives and/or hypotheses.
- Logical consistency between research design, methodology, and expected outcomes.

**b. Submission of Abstracts to SRC**

- Submission of two abstracts (30 marks each) related to the research work to the Subject Research Committee (SRC) during the semester for evaluation.
- Abstracts shall be assessed for methodological soundness, clarity of objectives, and alignment with the proposed research framework.
- Feedback and suggestions from the SRC shall be duly incorporated, where applicable.

**III. Preparation of Review Article**

- Preparation of a review article in publishable form, demonstrating scholarly synthesis, critical analysis, and domain understanding.
- The article shall follow standard academic structure and referencing norms relevant to the discipline.

**IV. Discipline-wise Methodological Requirements**

*(Applicable section(s) to be followed as appropriate)*

**A. Empirical Research**

The methodology shall clearly state:

- Universe/Population and sample size.
- Area of study (if not covering the entire population).
- Sampling techniques with justification.
- Tools and techniques for data collection and analysis, including software used.
- Accuracy of data, handling of missing data, and treatment of outliers.

**B. Scientific Research**

The methodology shall clearly state:

- Materials and methods (organisms, strains, reagents, instruments, databases used, etc.).
- Justification of techniques selected.
- Controls, replicates, and reproducibility measures.
- Safety and ethical considerations.
- Data analysis, visualization, validation, data curation, and conceptualization.

**C. Humanities Research**

The methodology shall clearly state:

- Area of study and problem definition.
- Strategic research approach supported by a thorough literature review.
- Methods such as historical analysis, case studies, content analysis, and narrative analysis.
- Adoption of interdisciplinary approaches aligned with major research trends.

**5.3 Research Execution and Dissertation Writing Phase**

During this phase, the student shall execute the approved research plan and document the progress and outcomes of the research work, with emphasis on methodological rigor, data integrity, originality, and clarity of presentation. The following components shall be completed and assessed:

## **I. Monthly Progress Report (MPR)**

The student shall submit two Monthly Progress Reports (MPRs), documenting the research work carried out during the semester. Each MPR shall present a clear account of activities undertaken, progress achieved against the approved research plan, preliminary results or observations, challenges encountered, and the proposed course of action for subsequent work. The MPRs shall be assessed under Continuous Internal Assessment (CIA) by the Subject Research Committee (SRC), focusing on continuity of work, methodological adherence, responsiveness to feedback, and overall research progression. MPR will be assessed by SRC, comprising of supervisor and/or a co-supervisor and at least two faculty members of the same department or from an associated department. MPR will be issued only after the student submits two abstracts of the work done on the topic to assess overall progress.

## **II. Execution of Research Plan, Data Analysis, Interpretation, and Originality**

This component shall assess the effective execution of the approved research plan, including experiments, data collection, surveys, or fieldwork, as applicable. Emphasis shall be placed on the quality and reliability of data, appropriateness of analytical methods, clarity and accuracy of interpretation, and evidence of originality and independent contribution in addressing the stated objectives and/or hypotheses.

## **III. Dissertation Writing, Structure, and Coherence**

The student shall prepare the dissertation in a structured, coherent, and academically rigorous manner. Evaluation shall consider logical organization of chapters, clarity of presentation, integration of results with objectives and hypotheses, consistency in argumentation, quality of figures and tables, and adherence to prescribed formatting and referencing guidelines.

## **IV. Research Paper/Article Format:**

Science and Commerce - IMRaD

Social Sciences - APA style

Humanities - Standard structure (Abstract, Keywords, Introduction, Literature Review, Body/ Chapters, Conclusion, Appendices, Works Cited)

## **5.4 Scholarly Presentation and Evaluation Phase**

### **I. End Term Dissertation Evaluation / Project Work**

The dissertation shall be evaluated by an External Examiner appointed by the College, who shall assess the quality, originality, and completeness of the research work. Evaluation shall include the soundness of the research problem, appropriateness of methodology, rigor of data analysis, validity of interpretations, coherence of arguments, and overall contribution of the study to the chosen discipline. Acceptance of the dissertation by the External Examiner shall be mandatory for eligibility to appear in the end-term viva-voce examination.

### **II. End-Term Viva-Voce with PPT Presentation**

A viva voce to check the performance of the student will be conducted as a part of the end term assessment. This will be based on the work done during the entire semester viz. understanding of the research problem, methodological approach, and preliminary findings. 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 research.

*The composition of the viva voce board will consist of:*

- i. One external subject/domain expert, Supervisor and co-supervisor (if any).
- ii. At least one member from the Subject Research Committee or Research Committee of the College. In case of interdisciplinary research, an eminent scholar from associated discipline may be included to assess clarity of interdisciplinary communication.
- iii. The college shall complete the entire process of evaluating the dissertation, including the declaration of the viva-voce result, within the stipulated semester time.

**Note:** *The marks awarded for Phase I, Phase II, and Phase III shall be consolidated and formally added to the final assessment only upon the successful completion of Phase IV (Scholarly Presentation and Evaluation Phase).*

### **Annexure I: Students Details**

| <b>Field: Science/ Commerce/ Social Science/ Humanities</b> | <b>Details</b>   |
|---|--|
| Name of Student   |  |
| Programme   |  |
| Exam Roll No.   |  |
| Semester  | VIII   |
| Title of Research Project                                   |  |
| Research Pathway Chosen                                     | <input type="checkbox"/> Theoretical <input type="checkbox"/> Experimental<br><input type="checkbox"/> Doctrinal <input type="checkbox"/> Language<br><input type="checkbox"/> Systematic Review & Meta Analysis<br><input type="checkbox"/> Exploratory<br><input type="checkbox"/> Empirical |
| Supervisor  |  |
| Co-supervisor ( <i>if applicable</i> )                      |  |
| Date of Approval by SRC/ACR                                 |  |

## **Annexure II: Outline of the Synopsis**

### **1. Introduction**

- Brief introduction to the research topic.
- Importance of the study in the chosen area.
- Relevance of the study.

### **2. State of the Art (Recent Research in the Area)**

- Overview of current research in the field.
- Focus on contemporary issues and literary responses.
- Mention of recent works that discuss the chosen area of research.

### **3. Problems to be Investigated**

- Key problems or gaps in the existing research.
- How contemporary literature reflects or responds to the research area.
- Implications.

### **4. Aims and Objectives of the Research**

- To critically analyze contemporary scholarly engagement with the issues raised.
- To examine research frameworks in shaping current academic discourses.
- To contribute to the growing field

### **5. Research Objectives:**

- To examine how contemporary authors/ researchers address the existing issues through literary/scientific discourses.
- To analyze the existing issues using analytical tools/theoretical frameworks and critical thinking.
- To investigate the hypothesis/ research question.
- To explore how epistemological frameworks (i.e., the ways we know and understand the world) are challenged or redefined.

### **6. Significance of the Study:**

- Highlight the importance of the study in the broader field and how it contributes to the growing body of work.
- Discuss how the research will bring attention to lesser explored areas and contribute new insights to the discussion.

## **7. Research Hypothesis**

- Hypothesis: (Discipline-specific)
- Limitations: Scope of research limited to the chosen area; the analysis might not encompass all perspectives.

## **8. Sources of Data and Tools to be Used in the Collection of Data**

- Primary texts/ sample/ materials, etc.
- Secondary sources: Scholarly articles, books, and contemporary critical perspectives.
- Tools: Qualitative analysis and secondary research from academic journals, scientific instruments, software's and online databases.

## **9. Relevance to Present-Day Problems and Needs of Society**

- Address the urgent need for the enquiry.
- How does the chosen area offer new perspectives and contribute to public awareness?

## **10. Contribution to Existing Knowledge**

- Contribution to the chosen field by analyzing recent works that reflect on global, national, or local concerns.
- New insights, if any.
- Enhancing understanding of how the research can influence socio-economic, politico-historical and cultural perspectives.

## **11. Scope of Research in the Future**

- Expansion to include more perspectives from diverse scientific, geographical, and cultural contexts.

### **Outline of the proposed chapters:**

Chapter 1: Introduction-This chapter must set the stage for the entire research project. It should introduce the research problem, providing background information on the relevance of the research.

Chapter 2: Literature Review- This chapter should provide an in-depth review of existing scholarship and theoretical frameworks that inform your research. (Overview of Key Theoretical Frameworks and Critical Perspectives)

Chapter 3: Subject-specific

Chapter 4: Subject-specific

Chapter 5: Subject-specific

Chapter 6: Conclusion

This final chapter must synthesize the findings of the previous chapters and discuss their broader implications.

### **Annexure III: Structure of Dissertation / Academic Project (to be determined by SRC)**

Font: Times New Roman (Mangal for Hindi)  
Font size: 12  
Line Spacing: 1.5  
Abstract: Length to be determined by SRC

1. Introduction/ Identification of Research Problem – Motivation of the study, research question identified, background and contemporary relevance of the topic, outlining the potential contribution to the existing knowledge.
2. Review of Literature – Key studies reviewed using the appropriate databases (SCOPUS, Web of Science), Identification of research gap
3. Research Design/ Methodology/ Present Work – Statement of research problem, objectives, hypothesis identified, sample identified if relevant to the study, explanation of the methodology or experiment
4. Preliminary Data Collection/ Experiment Work – Commencement of data collection (primary or secondary), preparation of experimentation.
5. References/ Citations as per Discipline
6. Bibliography
6. Ethical and Integrity Declaration
7. Plagiarism Report
8. Presentation
9. Viva Voce Assessment

Ethical Declaration (to be provided in the following format on the letterhead of the Department)

I certify that this research work is original, free from plagiarism, and in compliance with ethical standards.

Signature of Student: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_

## **Annexure IV : Standard Format of dissertation**

|                          |              |
|--------------------------|--------------|
| Binding of thesis Cover: | Soft Binding |
| Colour:                  | Light Blue   |
| 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*  
Printing in the middle of the cover page: *Name of the candidate in capital letters (18 font size) Times New Roman*  
Centre of cover page: *College Logo*  
Printing on Bottom of cover page: *Thesis Submitted to the Department of \_\_\_\_\_, St. Xavier's College, An Autonomous College of Ranchi University, Ranchi 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 29 cms long, 23 cms wide

Contents

Printing of cover to be repeated on first page

Certificate of the supervisor(s)

Certificate regarding Classified data

Copyright Transfer

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 sub titles (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).

## **Annexure V : Monthly Progress Report (MPR)**

For FYUGP Students Pursuing Hons. With Research in Semester VIII (Session: 2022-26)

**Month 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./Mr./Ms.):           |

### **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 |
| Timeliness 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**

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### **Section E: Signatures of Subject Research Committee (SRC) Members**

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