Dissertation Guidelines for Four-Year Undergraduate Programme (FYUGP)

School of Social Sciences

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School of Management Studies

Under the National Education Policy (NEP) 2020

Nagaland University

Headquarters: Lumami – 798627

Year: 2026

DISSERTATION GUIDELINES FOR FOUR-YEAR UNDERGRADUATE PROGRAMME (FYUGP)

1. Introduction

The Undergraduate Dissertation is an integral component of the Four-Year Undergraduate Programme (FYUGP), particularly for students pursuing Honours with Research. It aims to introduce students to systematic inquiry, field-based research, and analytical thinking, in line with the vision of the National Education Policy 2020.

2. Objectives

The Dissertation is intended to develop basic research aptitude, analytical ability, and critical thinking among students through independent, field-based, and experiential learning. It also aims to promote the application of theoretical knowledge to practical issues and to provide students with an introductory exposure to academic research and scientific inquiry.

3. Nature & Scope

3.1. Nature of the Study

i. The Undergraduate Dissertation shall ordinarily be descriptive or analytical in nature. Exploratory studies may also be undertaken, where appropriate.

ii. The study shall be problem-oriented and application-based, appropriate to the level of undergraduate research undertaken at the College level.

iii. The dissertation shall reflect basic research competence, including clarity of objectives, logical organization, and coherence of analysis.

3.2. Scope of the Study

i. The scope of the study shall be clearly defined and manageable, consistent with the time and resources available at the undergraduate level.

ii. Students are encouraged to undertake studies addressing local, regional, or sector-specific issues, particularly those relevant to the community or region served by the College/Institution.

iii. Interdisciplinary approaches and studies with practical, societal, or policy relevance may be encouraged.

iv. The study shall, wherever feasible, align with the objectives of experiential learning envisaged under the National Education Policy 2020.

4. Applicability & Eligibility

i. The dissertation shall be applicable to students enrolled in the 4th year of the Undergraduate Programme (Honours with Research) during the 8th Semester.

ii. Eligibility for undertaking Dissertation shall be a minimum CGPA of 7.5 (or equivalent grade) at the end of the third year, or as prescribed by the University Grants Commission from time to time.

iii. The course shall carry 12 credits and 300 marks, unless otherwise notified by the University.

5. Requirements of the Dissertation

5.1. Length of the Dissertation

i. The dissertation shall ordinarily comprise a minimum of 60 pages, excluding preliminary pages, references, and appendices.

ii. Any deviation from the prescribed length may be permitted with the approval of the College Research Committee (CRC), on the recommendation of the Supervisor. (Refer to Point 6.1 regarding the constitution of the CRC).

5.2. Data and Sources

i. The dissertation shall be based on primary data, secondary data, or a combination of both.

5.3. Methodological and Analytical Requirements

i. The dissertation shall demonstrate a basic understanding of research methodology, including formulation of objectives, data collection, and analysis.

ii. Use of appropriate analytical tools and techniques shall be encouraged, subject to the level of the programme and availability of guidance at the College level.

6. Evaluation Committee

6.1. Internal Evaluation

The proposal and the progress of the dissertation work shall be evaluated by the College Research Committee (CRC), duly constituted by the Principal of the college, with the following members:

a) Principal/ Principal's Nominee : Chairperson

b) All the Supervisors : Members

Note: The Principal's nominee must be a senior faculty member of the concerned college having a Ph.D. degree.

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6.2. External Evaluation

i. The final evaluation of the Dissertation and the Viva-Voce Examination shall be conducted jointly by the External Examiner and the Supervisor.

ii. The External Examiner shall be appointed by the Dean, School of Social Sciences or Management Studies, as the case may be, from a panel of two examiners recommended by the concerned College. The examiner shall ordinarily be a faculty member from the concerned Department under Nagaland University.

7. Dissertation Process

The process for undertaking the Undergraduate Dissertation shall be as follows:

7.1. Allotment of Supervisor

i. Faculty having Ph.D. degree shall be eligible to be a supervisor for the UG Dissertation.

ii. Each student shall be assigned a Supervisor by the respective department based on the area of specialization of the faculty, student's interest and equitable distribution of workload.

iii. The Supervisor shall guide the student throughout the Dissertation work, including topic selection, methodology, data analysis, and report writing.

7.2. Selection of Topic and Proposal Submission

i. The student shall, in consultation with the Supervisor, select a suitable topic for the dissertation.

ii. The student shall submit a research proposal containing the following components:

   a. **Introduction**
   b. **Review of Literature**
   c. **Rationale of the Study**
   d. **Objectives of the Study**
   e. **Hypothesis/Research Questions**
   f. **Methodology**: Area and Period of study, Source of data (primary/secondary), Sample design, Methods of data analysis.

iii. The proposal shall be presented before a College Research Committee (CRC) for approval.

7.3. Progress Monitoring and Continuous Assessment

i. The progress of the Dissertation work shall be monitored by the CRC.

ii. The student shall make two progress report presentations before the Committee during the semester, which will carry 20% of the total marks.

iii. The Committee may provide suggestions for improvement and ensure the work progress.

7.4. Final Submission

Upon completion of the Dissertation, the student shall submit the same to the College within the stipulated time.

i. The submission shall consist of:
   a. Three spiral-bound hard copies of the Dissertation.
   b. One soft copy of the Dissertation in PDF format.

ii. The submission shall be accompanied by the following documents:
   a. A plagiarism report, within the permissible limit prescribed by the University Grants Commission, signed by the Student and the Supervisor.
   b. A Certificate from the Supervisor (specimen enclosed).
   c. Candidate's declaration (specimen enclosed).

iii. The CRC shall verify the completeness of the submission and forward the same to the College Principal for necessary action.

8. Evaluation and Distribution of Marks

8.1. Distribution of Marks

The evaluation of the Dissertation shall comprise the following components:

i. Internal Assessment – Based on progress Report presentations : 20%

ii. Semester End Examination

- Evaluation of Final Dissertation : 60%
- Viva Voce Examination : 20%

Assessment		Percentage of Marks	Total Marks
INTERNAL		**20%**	**60**
1.	*First Progress Report*	*10%*	*30*
2.	*Second Progress Report*	*10%*	*30*
EXTERNAL		**80%**	**240**
1.	*Dissertation Marks*	*60%*	*180*
2.	*Viva Voce*	*20%*	*60*

Note:

a. The External Assessment marks shall be the average of marks awarded by the external and the Supervisor.

b. The remuneration fees for the evaluation of UG Dissertation will be borne by the respective colleges as per the rates specified by the University.

8.2. Internal Assessment

i. The student shall be required to make two progress report presentations as and when notified by the College Research Committee.

ii. The progress of the dissertation shall ordinarily be evaluated in stages as follows:

a. First Progress Report Presentation

- Completion of Review of Literature and Research Methodology;
- Progress in data collection.

b. Second Progress Report Presentation (Pre - submission)

- Completion of analysis and preparation of results and conclusions;
- Submission of the draft Dissertation.

iii. The Internal Assessment shall be conducted by the College through the CRC.

8.3. Evaluation of Dissertation Report

i. The Dissertation shall be evaluated jointly by the External Examiner and the Supervisor.

ii. The Colleges shall forward the soft copies (PDF format) of the dissertations to the External Examiners sufficiently in advance of the scheduled Viva-Voce Examination, to facilitate proper evaluation and assessment of the work.

8.4. Viva Voce Examination

i. The student shall appear for a Viva-Voce Examination upon submission of the Dissertation on a date notified by the concerned College.

ii. The Viva-Voce Examination shall be conducted jointly by the External Examiner and the Supervisor.

iii. The Viva-Voce Examination may be conducted in either online or offline mode, as may be deemed appropriate by the concerned College in consultation with the External Examiner.

8.5. Submission of Marks

i. The External Examiner and the Supervisor shall jointly evaluate the Dissertation and Viva-Voce Examination and submit a signed evaluation report to the Principal of the concerned College immediately after completion of the Viva-Voce Examination. The report shall clearly indicate the marks awarded for the Dissertation (60%) and Viva-Voce (20%) for each student.

ii. The marks awarded under External Evaluation (80%) shall ordinarily be the average of the marks awarded by the External Examiner and the Supervisor.

iii. The College shall compile the marks awarded under Internal Assessment (20%) and External Evaluation (80%) and forward the same to the Controller of Examinations, Nagaland University, for declaration of results, as per the prescribed procedure.

9. Ethical Guidelines

i. The student shall ensure that the Dissertation is original and that the level of plagiarism is within the permissible limits prescribed by the University Grants Commission (UGC). A report on the same shall be submitted by the student, duly signed by the Supervisor.

ii. Proper acknowledgement of all sources shall be made in the Dissertation.

iii. Any form of academic misconduct shall be liable for disciplinary action as per University rules.

iv. The ethical and responsible use of Artificial Intelligence (AI) tools, including appropriate disclosure wherever applicable, shall be ensured.

10. Format Guidelines

i. The dissertation shall be prepared on A4-size paper, typed in 1.5-line spacing, with margins of 4 cm on the left and top, and 2.5 cm on the right and bottom.

ii. The text shall be in Times New Roman, font size 12, while the cover page shall be of font size 14.

iii. Diagrams, figures, graphs, and photographs shall be clear, legible, and of good quality, and shall be properly incorporated within the text.

iv. Tables, figures, and graphs shall be numbered consecutively and appropriately titled, and placed near the relevant text. Also sources shall be indicated below the tables/figures. Font size in tables may be reduced, but not below size 10.

v. References shall be indicated using the APA style (latest edition), and may be placed at the end of the dissertation.

vi. The contents of the Dissertation should have the following forms:

   a. Supervisor's Certificate (Specimen enclosed)
   b. Candidate's declaration (Specimen enclosed)
   c. Acknowledgements
   d. Table of Contents with Page Nos.
   e. List of Tables, Figures, Illustrations (if any)
   f. List of Abbreviations (if any)
   g. Body of the Dissertation (Chapters)
   h. References
   i. Appendices (Questionnaire used etc.)

vii. Preliminary pages from '*a to f'* shall be numbered in Roman numerals (e.g., i, ii, iii..), while the main body of the Dissertation shall be numbered using Arabic numerals (e.g. 1, 2, 3, …).

11. Structure of Dissertation (Chapters)

The dissertation shall ordinarily follow the following chapter scheme; however, suitable modifications or deviations may be permitted with the approval of the CRC.

1. **Introduction:** Background, Theoretical/ Conceptual Framework, Statement of the Problem, Objectives, Research Questions/ Hypotheses, Significance of the Study, Research Methodology, Chapter plan
2. **Review of Literature:** Providing a brief critical summary of relevant previous studies and identifying research gaps to establish the basis for the present study.
3. **Profile of Study Area:** This chapter shall present the profile and contextual background relevant to the study.
4. **Results and Discussion:** This should present the results in tabular or graphical format, along with an interpretation of the data and results/findings, which may be given elaborately.
5. **Summary and Conclusion**: This chapter will present the summary of the major findings of the study and shall also include suggestions/recommendations. Limitations of the Dissertation and direction for further research may be presented here.

ANNEXURE

The **cover page** should have the following printed in block letters as illustrated below:

TITLE

A Dissertation Submitted to Nagaland University in partial fulfillment of the requirements for the Degree of BA/B.Com./BBA

(LOGO in size 4.1 cm x 4 cm)

Submitted by

STUDENT'S NAME
EXAM. ROLL NUMBER

Under the Supervision of

NAME OF THE SUPERVISOR
DESIGNATION OF THE SUPERVISOR

NAME OF DEPT AND COLLEGE NAME

NAGALAND UNIVERSITY

MONTH & YEAR

(Specimen)

DECLARATION

I,_____, hereby declare that the subject matter of this BA/B.Com./BBA dissertation is the record of work done by me, that the contents of this dissertation did not form basis of the award of any previous degree to me or to the best of my knowledge to anybody else, and that the dissertation has not been submitted by me for any research degree in any other University/Institute. This is being submitted to the Nagaland University for the degree of BA/B.Com./BBA in (Name of the Department and College).

Place:

Date: (Signature of the Student)

Name: _____

Roll No.: _____

Department: _____

University/College: _____

(Specimen)

CERTIFICATE

This is to certify that the dissertation titled "_____" submitted by Mr./Ms. _____, Roll No._____, a student of _____ (Department), _____ (College Name), in partial fulfillment of the requirements for the award of the degree of BA/B.Com./BBA, is a record of bonafide research work carried out by him/her under my supervision and guidance.

The dissertation is an original work of the candidate and has not been submitted, in part or in full, to any other University or Institution for the award of any degree or diploma.

I recommend the submission of the Dissertation for evaluation.

Place: (Signature of the Supervisor)

Date: Name: _____

Designation: _____

Department: _____

University/College: _____

Countersigned by:

(Head of the Department)

CONFIDENTIAL

NAGALAND UNIVERSITY

External Assessment Marks Report

Name of the Examination: Year:

Name of the Supervisor:

Department:

College:

External Assessment Marks

Roll No.	Name	Dissertation (180 Marks)	Viva Voce (60 Marks)	Total Marks (240 Marks)

Note: The Final External Assessment marks shall be the average of marks awarded by the external and internal examiners

Name & Signature of:

1. External Examiner:

(Signature)
Name: _____
Designation: _____
Affiliation: _____

2. Internal Examiner:

(Signature)
Name: _____
Designation: _____
Affiliation: _____

(Head of the Department)