

NOTE SHEET

(For the approval of Dissertation Policy for Undergraduate (UG) and Postgraduate (PG) Programs)

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NIILM University Dissertation Policy for Undergraduate (UG) and Postgraduate (PG) Programs establishes the framework for the successful completion of dissertations at both undergraduate and postgraduate levels as per the University UG and PG Curriculum Framework, ensuring academic rigor, ethical standards, and fairness in evaluation. It aligns with the university's mission to cultivate critical thinkers, problem solvers, and contributors to global knowledge.

This note sheet seeks your kind approval.



NIILM UNIVERSITY, KAITHAL, HARYANA



NIILM[®] University

NIILM University Dissertation Policy for Undergraduate (UG) and Postgraduate (PG) Programs

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1. Preamble

At NIILM University, the dissertation is a cornerstone of academic excellence and a testament to a student's ability to engage in scholarly research. It reflects the university's commitment to fostering intellectual growth, innovation, and the pursuit of knowledge. This policy establishes the framework for the successful completion of dissertations at both undergraduate and postgraduate levels as per the University UG and PG Curriculum Framework, ensuring academic rigor, ethical standards, and fairness in evaluation. It aligns with the university's mission to cultivate critical thinkers, problem solvers, and contributors to global knowledge. In case something is missing or some gaps are found regarding clarification of UG/ PG Research Guidelines, the University Research Policy guidelines will be applicable. DRC will work under the supervision of the R&D Cell. The circulars and directions notified by the R&D Cell will apply to all UG and PG Research Projects or Dissertations.

2. Objectives of the Policy

The objectives of this policy are to:

- Provide a clear and structured framework for the planning, execution, and evaluation of dissertations.
- Ensure consistency and fairness in the assessment of dissertations across all programs.
- Promote academic integrity, ethical research practices, and originality in scholarly work.
- Foster a supportive environment for students to develop research skills and contribute to their fields of study.
- Establish mechanisms for monitoring progress, addressing grievances, and resolving conflicts.
- Encourage the dissemination of research findings through publications and presentations.

3. Abbreviations and Definitions

For the purpose of this policy, the following abbreviations and definitions apply:

Abbreviations:

- **UG:** Undergraduate
- **PG:** Postgraduate
- **HoD:** Head of the Department
- **DRC:** Departmental Research Committee



- **R&D Cell:** Research and Development Cell
- **URC:** University Research Committee
- **IPR Policy:** Intellectual Property Rights Policy of the University
- **IAIP:** Institutional Academic Integrity Panel

Definitions:

- **Dissertation:** A substantial piece of academic writing based on original research, submitted by students as part of their UG or PG degree requirements.
- **Supervisor:** A faculty member responsible for guiding and mentoring the student throughout the dissertation process.
- **Co-Supervisor:** An additional advisor assigned to support the student, particularly in interdisciplinary research projects.
- **External Examiner:** An expert from outside the university appointed to evaluate PG dissertations.
- **Viva Voce:** An oral examination where the student defends their dissertation before a panel of examiners.
- **Research Misconduct:** Any form of academic dishonesty, including plagiarism, fabrication, falsification, or unauthorized collaboration.
- **Ethical Approval:** Formal authorization required for research involving human subjects, animals, or sensitive data.
- **Progress Report:** A document submitted by the student at regular intervals, detailing the progress of their research.
- **Modification Report:** A report submitted to justify significant changes to the research topic, objectives, or methodology.
- **Completion Report:** A final report summarizing the research process, key findings, and recommendations.

4. Objectives of the Dissertation

The dissertation aims to:

- Develop critical thinking, research, and analytical skills.
- Encourage independent learning and problem-solving.
- Enable students to contribute to the body of knowledge in their respective fields.
- Prepare students for advanced academic or professional pursuits.



5. Scope of the Policy

This policy applies to:

- All undergraduate (UG) and postgraduate (PG) students enrolled in programs that require a dissertation as part of their degree requirements.
- Faculty members, supervisors, and examiners involved in the dissertation process.
- Departments and administrative units responsible for overseeing dissertation-related activities.
- Research projects conducted as part of the dissertation, including those involving human subjects, animals, or sensitive data.

The policy covers all aspects of the dissertation process, including proposal submission, ethical approval, progress monitoring, submission procedures, evaluation, and publication of findings.

6. Role of the Head of the Department (HoD)

The Head of the Department plays a pivotal role in overseeing the dissertation process.

Responsibilities include:

- Approving dissertation topics and proposals in consultation with the Departmental Research Committee constituted by R&D Cell.
- Ensuring the availability of qualified supervisors and resources for students.
- Monitoring the progress of dissertation work and addressing any issues that arise.
- Facilitating the appointment of internal examiners for PG dissertations.
- Ensuring compliance with university policies, including research ethics and academic integrity.
- Resolving disputes or conflicts related to the dissertation process in consultation with R&D Cell.

7. Responsibilities of Students

Students are expected to:

- Select a research topic in consultation with their supervisor or HoD and obtain approval from the Departmental Research Committee (DRC).
- Develop a detailed research proposal and adhere to the approved timeline.
- Conduct research with integrity, ensuring compliance with ethical guidelines and university policies.
- Maintain regular communication with their supervisor and submit progress reports as required.



- Acknowledge all sources of information and avoid plagiarism or any form of academic misconduct.
- Submit the dissertation in the prescribed format and within the stipulated deadline.
- Participate in the viva voce (oral defense) for PG students or departmental presentations for UG students, if required.

8. Eligibility

- **UG Students:** Must have completed all required coursework and met the minimum GPA requirement as specified by their department as per the UG Curriculum Framework.
- **PG Students:** Must have completed all core and elective courses and maintained the minimum academic standing as per PG program requirements specified in PG Curriculum Framework.

9. Departmental Research Committee

Each student may be assigned a Dissertation Committee consisting of:

- **Supervisor:** A faculty member with expertise in the student's research area.
- **Co-Supervisor (if applicable):** An additional advisor for interdisciplinary projects.
- **Internal Examiner:** An internal subject expert from the same subject to evaluate the dissertation.
- **External Examiner (for PG, if applicable):** An external expert to evaluate the final dissertation.
- **DRC Member or Nominee:** A faculty from another department or DRC or Nominated by DRC.

Students can work under the supervision of DRC by constituting a Dissertation Committee, the guidelines issued by the R&D Cell in this regard will be abiding.

10. Dissertation Proposal

- Students must submit a dissertation proposal for approval before commencing research.
- The proposal should include:
 - Research title
 - Objectives and research questions
 - Literature review
 - Methodology

- Timeline
- Expected outcomes
- Approval must be granted by the Dissertation Committee and the Head of the Department or Departmental Research Committee.

11. Research Ethics and Integrity

- **Ethical Approval:** All research must adhere to **NIILM University's** ethical guidelines as specified in University Research Policy. Students must obtain ethical approval for research involving human subjects, animals, or sensitive data.
- **Research Misconduct:** Any form of academic dishonesty, including plagiarism, fabrication, falsification, or unauthorized collaboration, will be considered research misconduct.
 - Cases of misconduct will be investigated by the Institutional Academic Integrity Panel (IAIP)
 - Consequences may include penalties such as revision of work, grade reduction, or disqualification from the program or as specified in UGC Academic Integrity Policy. IAIP will take such a decision in consultation with the R&D Cell.
- **Integrity in Research:** Students are expected to maintain the highest standards of honesty, transparency, and accountability in their research. Proper citation of sources and acknowledgment of contributions are mandatory.

12. Dissertation Format and Structure

The dissertation must follow **NIILM University's** prescribed format, including:

- Title page
- Abstract
- Table of contents
- Introduction
- Literature review
- Methodology
- Results and discussion
- Conclusion and recommendations
- References (APA/MLA/Chicago style, as specified by the department)
- Appendices (if applicable)

13. Submission Procedure

1. Draft Submission:

- Students must submit a complete draft of their dissertation to their supervisor at least 6 months or as decided by the concerned department, before the final submission deadline.
- The supervisor will provide feedback and suggest revisions.

2. Final Submission:

- The final dissertation must be submitted in both hard and soft copies by the specified deadline.
- Hard copies must be bound and printed on A4-size paper, following the university's formatting guidelines.
- Soft copies must be submitted in PDF format via the university's online submission portal or should be emailed to the supervisor.

3. Late Submission:

- A penalty of Rs. 100 per day will be applied for late submissions, up to a maximum of 30 days. Submissions beyond this period will not be accepted.

4. Acknowledgement of Submission:

- Students will receive an acknowledgment receipt upon successful submission of their dissertation.

14. Progress, Modification, and Completion Reports

1. Progress Reports:

- Students must submit progress reports at regular intervals (e.g., monthly or quarterly) to their supervisor.
- The report should include:
 - Work completed during the reporting period
 - Challenges faced and solutions proposed
 - Plans for the next phase of research

2. Modification Reports:

- If significant changes are made to the research topic, objectives, or methodology, students must submit a modification report to their supervisor and the Dissertation Committee/ DRC for approval.
- The report should justify the changes and outline their impact on the research timeline and outcomes.

3. Completion Reports:

- Upon completing the dissertation, students must submit a final completion report summarizing the research process, key findings, and recommendations.
- The report must be approved by the supervisor before the final submission of the dissertation.

15. Publication of Dissertation and Research Papers

1. Dissertation Publication:

- Students are encouraged to publish their dissertation findings in University Journals or reputable journals and present them at conferences, with the approval of their supervisor and the Head of the Department.
- Authorship: The student will be the primary author, and the supervisor(s) may be listed as co-authors, depending on their contribution.
- Copyright: The copyright of the dissertation remains with the student, but NIILM University reserves the right to archive and disseminate the work through its institutional repository.

2. Research Paper Publication:

- Students are encouraged to convert their dissertation or parts of it into research papers for publication in University Journals or other peer-reviewed journals.
- The publication process should be guided by the supervisor, ensuring adherence to journal guidelines and ethical standards.

3. Presenting Research Papers in Seminars/Conferences:

- Students are required to present their research findings in departmental seminars, university-organized conferences, or external academic conferences as part of the UG/PG curriculum framework.
- Participation in such events enhances the student's academic profile and provides valuable feedback for improving their research.

4. Participation in Seminars/Conferences:

- As per the university's UG/PG curriculum framework, students must participate in at least two seminars or conferences during their program.
- Participation can include presenting research papers, attending workshops, or engaging in panel discussions.
- Certificates of participation or presentation will be submitted to the department for record-keeping and academic credit.

16. Assessment and Evaluation

- The dissertation will be evaluated based on:
 - Originality and relevance of the research
 - Depth of analysis and critical thinking
 - Methodology and data interpretation
 - Clarity and coherence of writing
 - Adherence to formatting and submission guidelines
- **UG Dissertations:** Evaluated by the supervisor and an internal examiner.
- **PG Dissertations:** Evaluated by the supervisor, internal examiner, and external examiner, if applicable. In the case of an external examiner, it must be sent to the examiner through the R&D Cell.

17. Viva Voce (Oral Defense)

- PG students are required to defend their dissertation in a viva voce examination.
- The viva panel will consist of the supervisor, internal examiner, and external examiner, if applicable.
- UG students may be required to present their findings in a departmental seminar, as determined by the department.
- Viva voce and departmental seminar will be scheduled by the R&D Cell and a panel will be constituted for the successful conduction of the viva voce and departmental seminar by the R&D Cell.

18. Grading and Results

- The dissertation will contribute to the final degree classification as per UG and PG Curriculum Framework.
- Grades will be awarded based on **NIILM University's** grading scale.
- Students who fail to meet the required standard may be given one opportunity to revise and resubmit their dissertation as per UG and PG Curriculum Framework.

19. Intellectual Property

- All intellectual property arising from the dissertation will belong to the student unless otherwise agreed upon in writing with **NIILM University** or a funding body. All

decisions relating to IP will be treated as per University IPR Policy. The decision taken by the University IPR Cell will be final and abiding for such cases.

20. Grievance and Conflict Resolution

• Grievance Redressal Mechanism:

- Students facing issues related to supervision, evaluation, or any other aspect of the dissertation process may file a formal grievance with the Departmental Grievance Committee or Departmental Research Committee, or the R&D Cell.
- The grievance must be submitted in writing, clearly stating the nature of the issue and providing supporting evidence.

• Conflict Resolution:

- In case of conflicts between students and supervisors, the Head of the Department will mediate and attempt to resolve the issue amicably.
- If the conflict remains unresolved, the matter will be escalated to the Dean of the Faculty for further action or the R&D Cell

• Appeals:

- Students dissatisfied with the outcome of their dissertation evaluation may file an appeal with the R&D Cell within one month of receiving their results.
- The appeal must include a detailed explanation of the grounds for the appeal and any relevant documentation.

21. Amendments and Updates

This policy is subject to periodic review and amendment by the University Research Committee (URC) of NIILM University. Any changes will be communicated to students and faculty promptly.

22. Contact Information

For further information or clarification, students may contact:

- Head of the Department
- The R&D Cell, NIILM University

This policy ensures a standardized and fair process for all students undertaking dissertations at NIILM University. It is the responsibility of students, supervisors, and examiners to adhere to these guidelines.