

Gujarat University

STANDARD OPERATING PROCEDURE

For Implementation of NEP 2020

FOUR-YEAR UNDERGRADUATE PROGRAMME (FYUGP)

SEMESTER VII & SEMESTER VIII — COMPLETE GUIDELINES

Pathway Options Covered

- Research Project / Dissertation
- On-the-Job Training (OJT)
- Domain (Major/Minor) Papers

Credit Framework

- 22 Credits per Semester
- 44 Credits in Year 4 (Sem VII + VIII)
- Total 176 Credits for 4-Year UG

Based on: Gujarat State SOP for NEP 2020 | UGC CCFUP 2022 | NEP 2020

Applicable to: All Higher Education Institutions of Gujarat (HEIs)

Academic Year 2025–26 onwards

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PART A: OVERVIEW & CREDIT FRAMEWORK

1. Introduction to Semester VII & VIII

The Fourth Year (Semester VII and VIII) of the Four-Year Undergraduate Programme (FYUGP) represents the culminating stage of undergraduate education under NEP 2020. This year is designed to deepen specialisation, build career-readiness, and for eligible students foster genuine research competence. It is governed by the UGC Curriculum and Credit Framework for Undergraduate Programmes (CCFUP, December 2022) and the Standard Operating Procedure for Implementation of NEP 2020 for the State of Gujarat (July 2023).

1.1 What Makes the Fourth Year Special?

The fourth year is qualitatively different from the first three years of UG study. While Semesters I–VI focus on building foundational, intermediate, and higher-level disciplinary knowledge, Semesters VII and VIII are designed around one of three Pathway Options that students must choose, each leading to a distinct set of competencies and, ultimately, to the same Honours degree qualification:

Pathway 1	Pathway 2	Pathway 3
Research Project / Dissertation	On-the-Job Training (OJT)	Domain (Major/Minor) Papers
12 credits of supervised research across Sem VII and VIII	12 credits of industry OJT across Sem VII and VIII (6 credits each semester)	12 credits of advanced Major/Minor courses (6 credits per semester)
For students with $\geq 75\%$ aggregate in Sem I–VI	For students with $\geq 45\%$ aggregate in Sem I–VI	For students with $\geq 45\%$ aggregate in Sem I–VI
Degree: B.A./B.Sc./B.Com (Honours with Research)	Degree: B.A./B.Sc./B.Com (Honours)	Degree: B.A./B.Sc./B.Com (Honours)

1.2 Legal and Policy Basis

This SOP is grounded in the following authoritative documents:

- National Education Policy 2020, Ministry of Education, Government of India
- UGC Curriculum and Credit Framework for Undergraduate Programmes (CCFUP), December 2022
- Standard Operating Procedure for Implementation of NEP 2020, Government of Gujarat / Education Department, July 2023
- UGC Academic Bank of Credits (ABC) Regulations, 2021
- UGC Guidelines on Multiple Entry and Exit, 2022

1.3 Scope of This SOP

This document covers all Higher Education Institutions (HEIs) in Gujarat State Universities, Private Universities, Autonomous Colleges, and Affiliated Colleges offering the FYUGP, except those regulated by apex bodies such as AICTE, MCI, PCI, BCI, CoA, and NCTE, which follow their own statutory frameworks.

★ Key Gujarat State Decision:

The Government of Gujarat has fixed 22 Credits per Semester and 176 Total Credits for the 4-Year UG Programme (10% above the UGC minimum of 160 credits) to maintain uniformity across all HEIs in the state. This applies uniformly to Semesters VII and VIII.

Reference: Gujarat SOP for NEP 2020, Chapter 3, Page 19.

2. Credit Structure at a Glance — 22 Credits per Semester

Each of Semester VII and Semester VIII carries exactly 22 credits, totalling 44 credits for the Fourth Year. This is consistent with all previous semesters in the Gujarat FYUGP framework.

2.1 Overall Credit Distribution Across the 4-Year Programme

Year	Semester	Major (Core)	Minor (Elective)	MDC	AEC	SEC/OJT	Total
Year 1	Sem I + II	16	8	8	4	4+4	44
Year 2	Sem III + IV	24	8	0	4	4+4	44
Year 3	Sem V + VI	24	8	0	0	4+4	44
Year 4	Sem VII + VIII	24 + 12*	4	0	0	0	44
TOTAL	—	88+12*	32	12	10	10+12*	176

* 12 credits in Year 4 are the 'Pathway Component' — either Research Project, OJT, or Domain Papers, depending on the student's chosen pathway.

2.2 Semester VII — Credit Breakdown (22 Credits)

Course Category	Number of Courses	Credits per Course	Total Credits	Notes
Major Core Courses	3	4	12	Compulsory
Minor / Elective Course	1	4	4	Compulsory
Pathway Component (RP / OJT / Domain)	1 component	6	6	Choose ONE pathway
SEMESTER VII TOTAL			22	

2.3 Semester VIII — Credit Breakdown (22 Credits)

Course Category	Number of Courses	Credits per Course	Total Credits	Notes
Major Core Courses	3	4	12	Compulsory
Minor / Elective Course	1	4	4	Compulsory
Pathway Component (RP / OJT / Domain)	1 component	6	6	Same pathway as Sem VII
SEMESTER VIII TOTAL			22	

Important: The 12-credit Pathway Component (Research / OJT / Domain Papers) runs continuously across both Semester VII and Semester VIII — 6 credits in each semester. Students CANNOT change their pathway mid-year once declared at the start of Semester VII.

3. Three Pathway Options — Summary Comparison

The following table provides a comprehensive side-by-side comparison to help students, faculty advisors, and administrators understand the three pathways at a glance:

Parameter	Pathway 1: Research	Pathway 2: OJT	Pathway 3: Domain Papers
Total Credits	12 (6 per semester)	12 (6 per semester)	12 (6 per semester)
Eligibility	≥75% aggregate Sem I–VI; Research infrastructure available at HEI	≥45% aggregate Sem I–VI;	≥45% aggregate Sem I–VI;
Nature of Work	Original research under a faculty guide	Industry / organisation attachment	Advanced academic coursework
Location	On campus / lab / field	Off campus at industry / organisation	On campus (classroom/online)
Sem VII Activity	Topic selection, literature review, research design, methodology, data collection begins	OJT placement in major-specific industry (6 credits = ~180 hrs)	1 Major discipline course (4 cr) + 1 of (2 cr)
Sem VIII Activity	Data analysis, write-up, seminar presentation, final dissertation submission	Continuation and completion of OJT (6 credits = ~180 hrs)	1 Major discipline course (4 cr) + 1 of (2 cr)
Evaluation Body	Faculty Guide + Departmental Committee	Industry Supervisor (60%) + Faculty Guide (40%)	Regular university internal + external exam pattern
Key Output	Dissertation / Research Report (potentially publishable)	Industry completion certificate + OJT report	Semester-end examination marks
Degree Awarded	B.A./B.Sc./B.Com (Honours with Research)	B.A./B.Sc./B.Com (Honours)	B.A./B.Sc./B.Com (Honours)
Can be published?	Yes — in peer-reviewed journals or conference proceedings	No — work product belongs to employer	No
Stipend?	No stipend (academic activity)	Mutually agreed with industry / SKP	Not applicable

PART B: PATHWAY 1 — RESEARCH PROJECT / DISSERTATION (12 Credits)

4. Eligibility Criteria for the Research Pathway

The Research pathway leads to the degree of B.A./B.Sc./B.Com (Honours with Research). It is a privilege available only to academically meritorious students and HEIs with the required research infrastructure.

4.1 Student Eligibility

1. The student must have secured a minimum aggregate of 75% marks (or equivalent CGPA) across Semester I to Semester VI.
2. The student must not have any arrears (failed subjects) at the time of applying for the Research Pathway.
3. The student must formally register for the Research Pathway with the HEI before the end of the first week of Semester VII.
4. If more students are eligible than research positions available, the HEI shall constitute a Selection Committee to shortlist students based on CGPA, research aptitude, and availability of supervisors.

4.2 HEI Infrastructure Requirement

An HEI may offer the Honours with Research degree only if it meets all of the following conditions simultaneously:

- Adequate library resources with access to peer-reviewed journals (physical or digital)
- A functional computer lab with relevant research software (SPSS, STATA, EViews, Python, R, etc., as per discipline)
- Laboratory facilities capable of supporting experimental research (for science streams)
- At least two permanent faculty members recognised as Ph.D. supervisors by the affiliating university
- A formally constituted Research and Development Cell (RDC) as per UGC guidelines

4.3 Guide / Supervisor Allocation

5. Each research student shall be assigned one Faculty Guide who is a permanent / regular faculty member with PhD degree in the department.
6. A faculty member may supervise a maximum of 4 research students in any one academic year.
7. The Department may appoint a Co-Supervisor from another department or institution where the topic is interdisciplinary.
8. The Guide allocation shall be approved by the Head of Department and notified within the first two weeks of Semester VII.

5. Research Topic Selection and Guide Allocation Process

5.1 Process Flow

Step	Who	What to Do	Deadline
1	Department	Publish a list of research areas / tentative topics offered by faculty supervisors	Week 1, Sem VII
2	Student	Submit a written expression of interest (Form R-1) indicating three preferred topics / supervisors in order of preference	Week 2, Sem VII
3	HoD / Selection Committee	Allot supervisor based on student preference, supervisor capacity (max 4 students), and departmental requirements	Week 3, Sem VII
4	Student + Guide	Conduct preliminary meetings; finalise specific research problem and title	Weeks 3-4, Sem VII
5	Student	Submit Research Synopsis (Form R-2): ~500 words, covering Title, Background, Objectives, Proposed Methodology, Expected Outcome	By end of Week 4, Sem VII
6	Departmental Research Committee (DRC)	Review and formally approve the Research Synopsis	Week 5, Sem VII
7	Student	Register research topic officially with the University / Institution	Week 6, Sem VII
8	Student + Guide	Commence work as per approved Semester VII activities (see Section 6)	Week 6 onwards

5.2 Change of Topic

A student may apply to change the research topic only once, within the first four weeks of Semester VII, by submitting Form R-1 (Amendment). Changes after this period require Vice-Chancellor's / Principal's special permission and are granted only in exceptional circumstances.

6. Semester VII — Research Activities & Deliverables

Semester VII carries 6 credits of research activity. It is devoted to the Initial Phase of research establishing the problem, reviewing literature, finalising methodology, and beginning data collection or experimental work.

6.1 Activities to be Completed in Semester VII

S.No.	Activity	Guidance Mode	Sem Credits	VII
1	Finalise research topic and register with HEI (Forms R-1, R-2)	Guide + HoD	-	
2	Comprehensive Literature Review (minimum 20 sources)	Guide	-	
3	Formulate Research Objectives and Hypotheses (if applicable)	Guide	-	
4	Design Research Methodology: research approach, data type (primary/secondary), tools, sample design	Guide	-	
5	Prepare and get approved data collection instruments (questionnaire, interview schedule, etc.)	Guide + DRC	-	
6	Begin Data Collection / Experimental Work	Guide	-	
7	Submit Semester VII Progress Report (Form R-3): Min. 2,000 words covering steps 2–6	Guide	-	
8	Deliver Mid-Point Seminar Presentation to Department (10–15 minutes)	Guide + Department	Part of 6 credits	6
TOTAL CREDITS	Research activities — assessed cumulatively (see Section 8)		6 Credits	

6.2 Regular Meetings with Guide

The student must meet the Faculty Guide at least ONCE every two weeks during Semester VII. The Guide shall maintain a Research Diary (Form R-4) recording dates of meetings, progress notes, and remarks. This diary is submitted to the HoD at the end of the semester.

7. Semester VIII — Final Submission & Evaluation

Semester VIII carries the remaining 6 credits of research and is devoted entirely to completing the research, writing the dissertation, and presenting findings.

7.1 Activities to be Completed in Semester VIII

S.No.	Activity	Mode	Sem Credits	VIII
1	Complete data collection; conduct analysis using approved tools (statistical / qualitative)	Guide	-	
2	Interpret findings and draw conclusions aligned to objectives	Guide	-	
3	Prepare Draft Dissertation and submit to Guide (minimum 5,000 words / as per discipline norms)	Guide	-	
4	Revise dissertation based on Guide's feedback	Guide	-	
5	Submit Final Dissertation in hard + soft copy (Form R-5) — signed by Student, Guide, and HoD	Guide + HoD	Part of 6 credits	
6	Deliver Final Seminar Presentation (15–20 minutes) before the Departmental Research Committee	DRC	-	
7	Face Viva-Voce conducted by DRC (includes external examiner if required by University)	DRC + External	-	
8	Submit to academic journals / present at conferences (encouraged, not mandatory)	Guide	-	
TOTAL CREDITS	Final phase — assessed by DRC (see Section 8)		6 Credits	

7.2 Dissertation Format Requirements

- Length: Minimum 10,000 words (excluding references and appendices) or as specified by the University
- Format: Title page, Declaration, Certificate from Guide, Abstract, Table of Contents, Chapters, Bibliography, Appendices
- Citation style: As prescribed by the University / Department (APA / MLA / Chicago / Vancouver)
- Anti-plagiarism: Similarity index must be below 15% (as per UGC anti-plagiarism regulations, 2018)
- Copies: 2 hard copies + 1 digital copy; digital copy to be uploaded on the institution's repository

8. Evaluation Scheme — Research Project (12 Credits Total)

The evaluation of the Research Project is spread across both semesters and conducted internally through the Departmental Research Committee (DRC) and Faculty Guide. The complete evaluation framework is as follows:

8.1 Semester VII — Assessment (6 Credits = 150 Marks)

Assessment Component	Evaluated By	Marks
Research Synopsis (Form R-2) — quality, originality, clarity	Guide + DRC	25
Literature Review — depth, relevance, critical analysis	Guide	30
Research Methodology — appropriateness, rigor	Guide	25
Semester VII Progress Report (Form R-3)	Guide	25
Mid-Point Seminar Presentation	Department	25
Regularity of Meetings (Guide Diary — Form R-4)	Guide	20
SEMESTER VII TOTAL		150 Marks

8.2 Semester VIII — Assessment (6 Credits = 150 Marks)

Assessment Component	Evaluated By	Marks
Draft Dissertation — structure, content quality, depth	Guide	25
Final Dissertation — rigour, originality, conclusions	Guide + DRC	50
Final Seminar Presentation (15–20 minutes)	DRC	25
Viva-Voce Examination	DRC + External Examiner	25
Publication / Conference Presentation (bonus)	Guide	25
SEMESTER VIII TOTAL		150 Marks

8.3 Grading and Passing Criteria

- Minimum passing marks: 40% in each semester's research component separately
- A student who fails the Semester VII component must re-submit the corrected Progress Report within 30 days of results announcement
- A student who fails the Semester VIII dissertation component must re-submit within one semester (not more than 6 months) without re-registering
- Research marks are counted within internal assessment; external examination is NOT applicable for this component

★ **Anti-Plagiarism Requirement:** Dissertations must pass through the institution's anti-plagiarism software (UGC-approved tool) before final submission. A similarity report must be attached to the dissertation. Submissions exceeding 15% similarity will be returned for revision without a grade.

PART C: PATHWAY 2 — ON-THE-JOB TRAINING (OJT) — 12 Credits

9. OJT — Concept, Eligibility & Duration

9.1 Concept and Purpose

On-the-Job Training (OJT) under the Fourth Year pathway is a structured industry immersion programme in which students work with a recognised organisation – an industry, business, government body, NGO, media organisation, healthcare institution, or craft establishment – in their major-specific field. It is NOT merely observation or shadowing; it involves actual assignment of work tasks aligned to the student's academic programme and defined learning outcomes.

OJT prepares students for the world of work, bridges the gap between academic knowledge and industry practice, and significantly enhances employability – a core objective of NEP 2020's vision of vocationalization of undergraduate education.

9.2 Eligibility

- All students enrolled in the Fourth Year (Semester VII and VIII) who have completed Semester VI with valid credits are eligible for OJT
- Students who could not qualify for the Research Pathway (below 75% aggregate) automatically opt for OJT or Domain Papers
- Students who qualify for Research but prefer OJT may choose OJT by submitting a written declaration
- Students must choose between OJT and Domain Papers by the deadline specified
- Aggregate marks from first to sixth semester should be equal or more to 45%

9.3 Duration and Credit Weightage

Semester	OJT Credits	Total Hours Required	Basis
Semester VII	6 Credits	~180 Hours	30 hrs per credit
Semester VIII	6 Credits	~180 Hours	30 hrs per credit
TOTAL (Year 4)	12 Credits	~360 Hours	

Note: Where OJT involves purely field-based/experiential activities (not practical/lab-based), 1 credit = 40–45 hours. Both the HEI and the industry Skill Knowledge Provider (SKP) may mutually decide the split between classroom component and on-site component.

9.4 Nature of Approved OJT Organisations

OJT may be undertaken with any of the following types of organisations, provided the nature of work is directly relevant to the student's major discipline:

Approved Organisation Types	Examples (Discipline-specific)
Private / Public Sector Industries	Manufacturing plant (for Science), IT company (for CS/IT/Maths)
Banks, NBFCs, Financial Institutions	For Commerce / Finance / Economics majors
Government Departments / Municipalities	For Public Administration, Social Work, Law, Geography

Hospitals / Diagnostic Labs / Pharmacies	For Life Sciences, Biochemistry, Biotechnology
Media organisations / Publication houses	For Journalism, Mass Communication, English, Languages
Research Institutes / Libraries	For all disciplines where lab or archival research applies
NGOs and Social Enterprises	For Sociology, Social Work, Economics, Environmental Science
Arts / Craft / Cultural Institutions	For Fine Arts, Performing Arts, Crafts
Agricultural Cooperatives / Farms	For Agriculture, Botany, Environmental Science
Panchayats / Elected Bodies / Parliament	For Political Science, Public Administration, Law

10. OJT Placement Process & MOU / LOI Framework

10.1 Identification of OJT Organisation (Skill Knowledge Provider – SKP)

- The Department / HEI shall maintain a panel of pre-approved Skill Knowledge Providers (SKPs) and update it annually.
- Students may suggest a new SKP from their own network, subject to HEI's approval of suitability and relevance to major discipline.
- The HEI shall ensure geographic accessibility of the SKP preferably within commuting distance. Students may choose distant organisations where reputation and learning opportunity justify it.

10.2 MOU / Letter of Intent (LOI) Framework

Before the student commences OJT, the HEI must execute a formal agreement with the SKP. This may take the form of:

- A Memorandum of Understanding (MOU) preferred for long-term or multi-student arrangements
- A Letter of Intent (LOI) acceptable for individual placements in absence of MOU

The MOU / LOI must compulsorily include ALL of the following clauses:

Sl.	Mandatory Clause	Details / Standard Text
1	Learning Exposure	Description of work/tasks to be assigned and expected learning outcomes
2	Facilities	Workspace, tools, equipment, and support to be provided by SKP
3	Nature of Work	Type of work tasks aligned to student's major discipline
4	Duration per Day	Daily hours of engagement (normally 6–8 hours)
5	Total Duration	Total weeks / hours (to meet the 180-hour requirement per semester)
6	Stipend / Honorarium	Amount (if any) mutually agreed; zero stipend is also valid
7	Evaluation Mechanism	50% by Industry Supervisor, 50% by Faculty Guide; marks submission process

8	Certification	SKP will issue completion certificate upon successful OJT completion
9	Safety & Welfare	Compliance with safety norms, gender-inclusive facilities, travel safety
10	Confidentiality	Any confidentiality obligations on the student regarding proprietary information

10.3 Employer Supervisor (Mentor at SKP)

- The SKP shall nominate one Employer Supervisor / Mentor to guide the student throughout OJT
- The Supervisor must be briefed by the HEI about the programme's learning objectives before the student joins
- The Supervisor will assign daily tasks, observe progress, provide guidance, and submit the Evaluation Report at the end of each semester

11. Roles and Responsibilities

Stakeholder	Responsibilities
Student	• Register on HEI's OJT digital platform • Attend OJT regularly; maintain punctuality and professional conduct • Maintain Daily OJT Diary (Form O-1) recording tasks, learnings, and supervisor remarks • Submit Weekly Digital Report on the portal • Prepare and submit Mid-Semester Progress Report (Sem VII) and Final OJT Report (Sem VIII) • Participate in feedback sessions organised by the faculty guide • Adhere to confidentiality and safety norms of the SKP
Faculty Guide (HEI)	• Monitor student progress via portal and minimum fortnightly check-ins • Visit the OJT site at least once per semester (or conduct a virtual visit if site is distant) • Assist student in relating OJT learning to academic theory • Review and grade the OJT Report component (40% of marks) • Organise a group discussion / reflection session at end of each semester • Submit Faculty Assessment Form (Form O-3) to HoD
Head of Department (HoD)	• Maintain SKP empanelment register and ensure annual updates • Approve MOU/LOI before student placement • Ensure all OJT allotments are appropriate to the student's major discipline • Collect and archive all OJT documentation at semester end • Report OJT completion data to University
Employer Supervisor (SKP)	• Provide meaningful, discipline-relevant work assignments • Maintain Supervisor's Feedback Log (Form O-2) on student performance • Submit Evaluation Report (60% of marks) to HEI on the prescribed form • Issue Completion Certificate to student upon satisfactory OJT completion
Principal / Director / Dean	• Ensure sufficient SKP empanelments before Semester VII commences • Monitor digital tracking of OJT placements • Ensure student safety, gender-inclusiveness, and welfare compliance • Escalate unresolved issues with SKPs to the University

12. OJT Daily Diary, Reports & Credit Weightage

12.1 OJT Daily Diary (Form O-1)

Every student on OJT must maintain a Daily OJT Diary. This is the primary record of day-to-day engagement. The diary must include:

- Date and time of arrival and departure
- Name of Employer Supervisor / Mentor for the day
- Tasks assigned and work performed (minimum 3–4 lines)
- New learning / observations / reflections (minimum 3–4 lines)
- Any difficulties faced and how resolved
- Supervisor's signature / initials (or digital acknowledgement on portal)

The Daily Diary is checked by the Faculty Guide during fortnightly interactions and submitted in full at the end of each semester as an annexure to the OJT Report.

12.2 Reports to be Submitted

Report / Document	Content	Submitted To	Deadline	Form No.
OJT Confirmation	Signed by student + Employer Supervisor confirming OJT commencement	HoD via portal	Week 1 of OJT	O-0
Daily OJT Diary	Daily log of activities, tasks, learnings, supervisor remarks	Faculty Guide (on portal)	Daily / Weekly	O-1
Employer Supervisor Feedback Log	Supervisor's assessment of student conduct, initiative, skill	Faculty Guide	Mid-semester + End	O-2
Mid-Semester Progress Report (Sem VII)	Summary of OJT experience, learnings, challenges (min 1000 words)	Faculty Guide	End Week 8, Sem VII	O-3
Final OJT Report (Sem VIII)	Comprehensive report of full OJT experience (min 3000 words), with analysis of industry practices	HoD via portal	Last week of Sem VIII	O-4
Employer Completion Certificate	Issued by SKP confirming satisfactory OJT completion	HoD	End of Sem VIII	(SKP format)

13. Evaluation Scheme — OJT (12 Credits = 300 Marks across 2 Semesters)

13.1 Semester VII OJT Evaluation (6 Credits = 150 Marks)

Component	Evaluated By	Marks
Daily OJT Diary (regularity, quality, depth)	Industry Supervisor	25
Task Completion and Work Quality (assessed by SKP)	Industry Supervisor	25
Mid-Semester Feedback by Supervisor (Form O-2)	Industry Supervisor	25
SUBTOTAL — Industry Supervisor		75
Mid-Semester Progress Report (Form O-3)	Faculty Guide	25
Faculty Fortnightly Visit / Interaction Assessment	Faculty Guide	25
Student Reflection Presentation (Group session)	Faculty Guide	25
SUBTOTAL — Faculty Guide		75
SEMESTER VII OJT TOTAL		150 Marks

13.2 Semester VIII OJT Evaluation (6 Credits = 100 Marks)

Component	Evaluated By	Marks
Continued OJT Daily Diary (Sem VIII portion)	Industry Supervisor	25
Overall Work Performance and Task Completion	Industry Supervisor	25
Industry Supervisor Final Evaluation Report (Form O-2)	Industry Supervisor	25
SUBTOTAL — Industry Supervisor		75
Final OJT Report (Form O-4) — quality, reflection, analysis	Faculty Guide	40
Presentation of OJT Learning to Department	Faculty Guide	35
SUBTOTAL — Faculty Guide		75
SEMESTER VIII OJT TOTAL		150 Marks

Key Rule on OJT Marking: Marks submitted by the Industry Supervisor (50%) are final and cannot be revised by the HEI. The Faculty Guide's 50% marks are based on documentation and presentation, not on overriding the supervisor's assessment. Minimum 40% overall is required to pass the OJT component.

14. Safety Measures & Digital Tracking

14.1 Safety and Welfare Guidelines

- The HEI must sign an MOU/LOI with the SKP that explicitly includes safety and welfare provisions
- OJT site must provide adequate workspace, toilet facilities, and gender-inclusive amenities
- Timing and daily duration of OJT must be convenient for students, accounting for commute safety
- Preferably OJT must be conducted in offline/on-site mode. Online/remote OJT is only permitted where the nature of the industry makes it necessary and the learning outcome is demonstrably equivalent
- For female students, the HEI must ensure the SKP complies with the Prevention, Prohibition, and Redressal of Sexual Harassment Act, 2013
- Students must be insured under institutional group accident insurance during OJT

14.2 Digital Tracking Platform

All OJT activities must be tracked through the HEI's Student Information System (SIS) / digital portal. The platform must capture the following details:

SKP / Employer Information	Student Activity Information
• Organisation Name and Address • Nature of Industry / Sector • Employer Supervisor Name & Contact • MOU/LOI Reference Number • Dates of Agreement	• Dates of OJT (start, interim milestones, end) • Total hours completed per week • Daily task records (linked to diary) • Faculty interaction dates and remarks • Supervisor evaluation scores

PART D: PATHWAY 3 — DOMAIN (MAJOR/MINOR) PAPERS — 12 Credits**15. Domain Papers — Concept and Eligibility****15.1 What are Domain Papers?**

Domain Papers (also referred to as Major/Minor Discipline Papers in this SOP) are advanced-level coursework papers that Honours students take in lieu of Research or OJT. This option is specifically designed for students who:

- Do not meet the 75% eligibility for Research Pathway, AND
- Prefer structured classroom-based academic learning over industry immersion, OR
- Are at institutions where OJT placements are logistically difficult to arrange

These are NOT regular major courses they are advanced (400-level in UGC classification) discipline-specific papers that build on the knowledge base of Semesters V and VI and take the student to the frontiers of their discipline.

15.2 Eligibility

- All students enrolled in Semester VII and VIII who have validly passed Semester VI are eligible
- Students who qualify for Research but prefer Domain Papers must declare this in writing before the Pathway Declaration deadline (see Section 18)
- Students who defaulted from OJT placement (no SKP found) may be shifted to Domain Papers with HoD approval

15.3 Credit Allocation

Semester	Courses	Credits Course	per	Total Credits
Semester VII	1 Major/Minor Discipline Course (4 cr) + 1 major specific Course (2 cr)	4 + 2		6 Credits
Semester VIII	1 Major/Minor Discipline Course (4 cr) + 1 major specific Course (2 cr)	4 + 2		6 Credits
TOTAL	2 Major/Minor courses + 2 SEC courses			12 Credits

Gujarat State Decision (Ref: Gujarat SOP, Table 10 Note): Honours students not undertaking Research must do either:

Option A — OJT of 12 credits in major-course-relevant industry in Semester VII and VIII, OR

Option B — 12 credits of Major/Minor discipline-relevant courses (1 subject of 4 credits + 1 SEC course of 2 credits in each semester)

Students can choose courses from the pool of courses available in the same institution or different institutions via Academic Bank of Credits.

16. Course Selection Rules for Domain Papers

16.1 General Selection Rules

12. Domain Papers must be at the 400-level (Advanced level as per UGC CCFUP classification) i.e., equivalent to first-year postgraduate theoretical and practical courses.
13. The 4-credit Major/Minor course must be from the same discipline as the student's declared Major or Minor.
14. The 2-credit SEC (Skill Enhancement Course) must be relevant to the Major/Minor discipline — not a generic skill course.
15. No course may be repeated in Domain Papers if already completed in Semesters I–VI under any category.
16. Students may choose Domain Papers from the pool of courses available at their own institution or, via the Academic Bank of Credits (ABC), from another UGC-recognised institution.
17. The course selection must be approved by the HoD and Faculty Advisor before the end of Week 2 of Semester VII.

16.2 Illustrative Examples of Domain Papers

Major Discipline	Indicative 4-Credit Domain Paper	Indicative 2-Credit SEC Course
Commerce / Finance	Advanced Financial Modelling and Valuation; Strategic Financial Management	Financial Data Analytics using Python / R
Economics	Advanced Econometrics; Development Economics	Research Data Visualisation using Stata/EViews
Chemistry	Advanced Organic Synthesis / Spectroscopy	Laboratory Safety and Scientific Writing
Physics	Quantum Mechanics / Photonics	Scientific Computing with Python
Botany / Life Science	Molecular Biology Techniques / Genomics	Bioinformatics Tools
History / Political Science	Historiography / Comparative Politics	Archives Research Methods
English Literature	Postcolonial Theory / Stylistics	Academic Writing and Publishing
Computer Science	Machine Learning / Cloud Computing	DevOps and Version Control (GitHub)
Sociology	Urban Sociology / Research Methods Advanced	Survey Design and Data Analysis
Mathematics	Real Analysis / Number Theory	Mathematical Software (MATLAB/Python)

16.3 Online / SWAYAM Courses

As per UGC regulations, up to 40% of credits in any category may be earned through UGC-approved online courses. For Domain Papers, this means:

- Up to 4.8 of the 12 Domain Paper credits may be earned via SWAYAM, NPTEL, or other UGC-recognised online platforms
- The student must register and complete the online course, appear in the proctored exam at the designated centre, and share the certificate with the HEI for credit transfer via ABC
- The HoD must pre-approve the selected online course as equivalent to a relevant 400-level course before the student enrolls

17. Evaluation Scheme — Domain Papers

17.1 Evaluation Pattern

Domain Papers follow the standard evaluation pattern adopted by the University for regular courses, with the following specifications for the fourth year:

Component	Mode	Marks	Weightage
Active Class Participation	Assessed by course faculty	10	10%
Attendance	Minimum 75% required; slab-based marking	10	10%
Assignment / Term Paper	Written submission by due date	10	10%
Presentation / Group Activity	Individual or group presentation	10	10%
Reflective Learning Journal / Field Report	Weekly journal or domain-related field activity	10	10%
TOTAL INTERNAL ASSESSMENT		50	50%
External Semester-End Examination	University-conducted written exam (3 hours)	50	50%
GRAND TOTAL		100 Marks	100%

17.2 Passing Criteria for Domain Papers

- Minimum 40% marks separately in Internal Assessment AND External Examination
- A student scoring below 40% in either component is required to appear in a supplementary / back examination as per University norms
- Domain Paper grades are fully integrated into SGPA/CGPA computation like any other course

PART E: ADMINISTRATIVE PROCEDURES

18. Pathway Declaration Process & Deadline

18.1 When Must Students Declare Their Pathway?

The Pathway Declaration is a formal, binding choice. Students must declare their chosen pathway BEFORE the commencement of Semester VII. The following timeline must be strictly followed by all HEIs:

Step	Activity	Who is Responsible	Timeline
1	Department publishes list of research topics, available guides, and OJT SKP panel for the year	HoD + OJT Coordinator	6 weeks before Sem VII start
2	Students attend a mandatory Pathway Orientation Briefing	Department / Faculty Advisor	5 weeks before Sem VII start
3	Students submit Pathway Declaration Form (Form P-1) with first and second preference	Student	4 weeks before Sem VII start
4	HoD reviews declarations; allocates Research guides (if pathway = Research); confirms OJT placements	HoD	3 weeks before Sem VII start
5	Final Pathway Confirmation Letter issued to each student (Form P-2)	Principal / Director	2 weeks before Sem VII start
6	Semester VII commences; no pathway change allowed after this date	—	Sem VII Day 1

18.2 Change of Pathway

Once the Pathway Confirmation Letter (Form P-2) is issued, no change of pathway is ordinarily permitted. Exceptions may be considered by the University's Controller of Examinations / Dean Academic Affairs ONLY in the following situations:

- Medical emergency of the student rendering OJT physically impossible (documented certificate from a registered medical practitioner required)
- Closure / insolvency of the SKP organisation after commencement of OJT (verified by HoD)
- Proven misconduct at OJT site (investigated and confirmed by the HEI Grievance Committee)

In all exception cases, the student will be transferred to Domain Papers. Transfer to Research Pathway after Semester VII begins is not permitted under any circumstances.

19. Role of Departments, HEI, and University

Level	Key Responsibilities for Semester VII & VIII
Department / Board of Studies	- Define pool of 400-level Major/Minor courses and 2-credit SEC courses for Pathway 3 - Identify and empanel Skill Knowledge Providers (SKPs) for OJT - Shortlist students for Research Pathway and allocate guides - Constitute the Departmental Research Committee (DRC) - Maintain all Forms (R-series, O-series, P-series) and submit digitally to university
HEI (College / University Department)	- Ensure implementation of the pathway declaration process within stated timelines - Execute MOUs / LOIs with SKPs - Operate the OJT digital tracking platform - Conduct Pathway Orientation for students - Ensure anti-plagiarism checking facility is available for dissertation submissions - Issue final mark statements integrating all pathway components into SGPA
Affiliating University	- Provide model syllabi and credit frameworks for 400-level courses - Publish annual list of approved online courses (SWAYAM/NPTEL) eligible for Domain Papers - Conduct or authorise external examination for Domain Papers - Provide external examiners for Research Viva-Voce where required - Maintain Academic Bank of Credit (ABC) integration for inter-institutional transfers - Handle escalated grievances relating to OJT, Research, or Domain Papers
State Government / Education Dept., Gujarat	- Issue policy updates as per NEP implementation review - Maintain the Gujarat NEP Dashboard for monitoring implementation across HEIs - Conduct periodic reviews and audits of pathway implementation quality - Provide financial and infrastructure support to HEIs for Research and OJT facility development

20. Academic Bank of Credits (ABC) — Year 4

The Academic Bank of Credits is a digital platform that stores the academic credits earned by students across all UGC-recognised institutions. For Fourth Year students, ABC plays a particularly important role:

ABC Function		Application in Semester VII & VIII
Credit Storage		All 22 credits of Semester VII and 22 credits of Semester VIII are deposited into the student's ABC account
Inter-institutional Enrolment	Course	A student may enrol in a Domain Paper course offered at a different UGC-recognised institution and transfer the credits via ABC (subject to HoD pre-approval)
Online Course Credit Transfer		Credits from completed SWAYAM / NPTEL courses (up to 40% of Domain Paper credits) are transferred via ABC after proctored exam and certificate submission
Multiple Entry Re-credit		Students who exit at the 3-year stage and re-enter for the 4th year bring their 132 credits via ABC; they add the 44 Year-4 credits to reach 176
Qualification Record		Upon completion of all 176 credits (including 44 from Year 4), the ABC record automatically shows eligibility for the Honours / Honours with Research degree
Grievance on Credit Transfer		Any dispute on credits transferred via ABC is resolved by the University's ABC Nodal Officer in consultation with the transferring institution

21. Grading, SGPA, and Degree Nomenclature

21.1 Grading Scale

Letter Grade	Grade Point	Range (%)	Descriptor
O	10	90–100	Outstanding
A+	9	80–89	Excellent
A	8	70–79	Very Good
B+	7	60–69	Good
B	6	55–59	Above Average
C	5	50–54	Average
P	4	40–49	Pass
F	0	Below 40	Fail

21.2 Degree Nomenclature Based on Pathway

Degree Awarded	Conditions
B.A. / B.Sc. / B.Com (Honours with Research)	Pathway 1 (Research) completed; 176 credits (incl. 12 Research Project credits); minimum 75% in Sem I–VI
B.A. / B.Sc. / B.Com (Honours)	Pathway 2 (OJT) or Pathway 3 (Domain Papers) completed; 176 credits total
B.A. / B.Sc. / B.Com	3-year UG exit after 132 credits (Semesters I–VI completed); no 4th year

Note on Multiple Exit Degrees:

- UG Certificate: 44 credits (Sem I + II) + 4-credit vocational course in summer = 48 credits
- UG Diploma: 88 credits (Sem I–IV) + 4-credit vocational course = 92 credits
- B.A./B.Sc./B.Com (3-year): 132 credits (Sem I–VI)
- B.A./B.Sc./B.Com (Honours): 176 credits (Sem I–VIII, Pathway 2 or 3)
- B.A./B.Sc./B.Com (Honours with Research): 176 credits (Sem I–VIII, Pathway 1, ≥75% in Sem I–VI)

22. Frequently Asked Questions (FAQs)

Q: Can a student change from OJT to Domain Papers after Semester VII has started?

A: No. Once the Pathway Confirmation Letter (Form P-2) is issued (two weeks before Semester VII), the pathway is fixed. Changes are only allowed in exceptional circumstances (medical emergency, SKP closure, proven misconduct) and ONLY to Domain Papers not to Research.

Q: If a student scores below 75% in Semester VI results (announced after OJT already started), can they continue OJT?

A: Yes. The 75% criterion applies to Pathway 1 (Research) only. OJT eligibility does not have a minimum marks threshold. A student who has already commenced OJT continues regardless of Semester VI results.

Q: Can the OJT be done online/remotely?

A: Preferably no. Physical presence at the SKP site is required. Remote/online OJT is permitted only where the industry's nature genuinely demands it (e.g., software development, data analysis firms) AND the HoD certifies that the learning outcomes are equivalent.

Q: Can a student choose different organisations for Semester VII OJT and Semester VIII OJT?

A: No. OJT is a continuous 12-credit engagement. The student works with the same SKP across both semesters. Changing the SKP mid-way is not permitted except in extreme circumstances verified by the HoD.

Q: What happens if the SKP goes bankrupt or closes down during Semester VIII?

A: The student must immediately report to the HoD. The HoD will transfer the student to the Domain Papers pathway for the remaining semester. Credits already earned in Semester VII OJT remain valid.

Q: Can a student do the Research Pathway and OJT simultaneously?

A: No. The three pathways are mutually exclusive. A student must choose exactly one pathway for the entire Fourth Year.

Q: Is it mandatory to publish the research paper / dissertation?

A: No. Publication in peer-reviewed journals or presentation at conferences is strongly encouraged but not mandatory. It does, however, carry a 5-mark bonus in Semester VIII assessment.

Q: What is the minimum attendance requirement for Domain Papers?

A: Minimum 75% attendance is required for each Domain Paper course, consistent with UGC / Gujarat State norms for all other courses.

Q: Can a student earn Domain Paper credits from another institution via ABC?

A: Yes, subject to prior approval by the HoD and the course being available in the same semester at the other institution. The student must register on the ABC platform and follow inter-institutional credit transfer protocols.

Q: If a student fails the Research dissertation in Semester VIII, do they get another chance?

A: Yes. The student may re-submit a revised dissertation within one semester (maximum 6 months) without re-registration. The revised dissertation is assessed by the same DRC. No change of pathway is permitted at this stage.

ANNEXURES — FORMS AND CHECKLISTS

Annexure I: List of Forms

Form No.	Form Name	Purpose
P-1	Pathway Declaration Form	Student's formal declaration of chosen pathway (Research / OJT / Domain Papers) before Semester VII
P-2	Pathway Confirmation Letter	Issued by Principal/Director confirming the student's pathway for Year 4
R-1	Research Pathway Expression of Interest	Student lists top-3 preferred topics and supervisors
R-2	Research Synopsis	~500-word research problem statement submitted for DRC approval
R-3	Semester VII Progress Report	Mid-year research progress summary (min 2000 words)
R-4	Research Guide Diary	Faculty Guide's log of all meetings, progress notes, and remarks
R-5	Final Dissertation Submission Form	Checklist confirming dissertation complies with format, anti-plagiarism, and submission requirements
O-0	OJT Joining Confirmation	Student + Supervisor co-signed confirmation of OJT commencement date
O-1	OJT Daily Diary	Day-by-day log of OJT activities, tasks, and learnings
O-2	Employer Supervisor Evaluation Form	Industry Supervisor's formal assessment (60% weightage)
O-3	Faculty OJT Assessment Form	Faculty Guide's assessment of Progress Report and reflective session (40% weightage)
O-4	Final OJT Report	Comprehensive end-of-OJT report (min 3000 words)

Annexure II: Compliance Checklist for HEIs

The following checklist must be completed by the HEI before the start of Semester VII each academic year:

Sl.	Compliance Item	Responsibility
1	Pool of 400-level Major/Minor courses and SEC courses for Domain Papers published and approved by Board of Studies	HoD / BOS
2	Minimum 2 Ph.D.-supervisor faculty members available to supervise Research Pathway students	Principal
3	Research and Development Cell (RDC) constituted and functional	Principal / IQAC
4	Anti-plagiarism software licence active and accessible	Librarian / IQAC
5	SKP panel empanelled (minimum 5 organisations per major discipline) with valid MOU/LOI	HoD / Placement Cell

6	OJT digital tracking platform / portal activated and tested	IT Cell
7	Pathway Orientation programme scheduled and faculty assigned	Dean Academic
8	All Pathway Forms (P-1, P-2, R-series, O-series) printed / uploaded on portal	Office / HoD
9	Insurance coverage for OJT students confirmed for the academic year	Accounts / Admin
10	ABC platform integration verified for credit upload and inter-institutional transfers	Registrar / ABC Nodal Officer
11	Semester VII and VIII timetables prepared accommodating Domain Paper classes	Time-table Committee
12	SGPA/CGPA computation mechanism tested to include all three pathway components	Examination Cell

This SOP is issued in accordance with the Government of Gujarat SOP for Implementation of NEP 2020 (July 2023), the UGC Curriculum and Credit Framework for Undergraduate Programmes (December 2022), and the National Education Policy 2020, Ministry of Education, Government of India.