



POLICY DOCUMENT

**Guidelines for Preparation & Submission of Undergraduate Dissertation/Thesis**

*Applicable to: Students • Supervisors • Faculty • Committees*

**A. Overview & Intent**

This document establishes a unified framework governing how undergraduate dissertations/academic projects/entrepreneurship track should be prepared, reviewed, presented, submitted and archived across all departments of the college, which was unanimously adopted in the meeting of the Research Committee of the College (RCC) on 29<sup>th</sup> April 2026 in the Principal’s office at 5.30 pm. Its primary objectives are to uphold academic integrity, standardise formatting, and create a systematic institutional record expected to be followed by all concerns.

**B. Stakeholder Roles & Responsibilities**

The following matrix outlines the duties assigned to each stakeholder involved in the dissertation lifecycle.

Stakeholder	Key Responsibilities
<b>Student</b>	<ul style="list-style-type: none"> <li>Adhere to the approved thesis format and institutional guidelines.</li> <li>Conduct research in line with ethical and academic integrity norms.</li> <li>Maintain the plagiarism similarity index within the prescribed threshold.</li> <li>Meet the departmental deadline for dissertation submission.</li> <li>Deliver a presentation of research findings during evaluation.</li> <li>Submit: two printed copies, one PDF, and geotagged media (photos/videos) of the presentation.</li> <li>Retain a personal copy of the thesis until the University results are officially declared.</li> </ul>
<b>Dissertation Supervisor</b>	<ul style="list-style-type: none"> <li>Mentor students on research design, methodology, and scholarly writing.</li> <li>Validate the originality and quality of the submitted work.</li> <li>Confirm that the document meets the college's formatting and academic standards.</li> <li>Analyse the Turnitin similarity report and direct students to make necessary revisions.</li> <li>Provide formal certification of the dissertation before final submission.</li> <li>Provide Monthly Progress Report to Teacher-in-charge</li> </ul>

*Prof. Pankaj Kumar*  
 Convener, RCC

*Prof. Sandeep Garg*  
 Principal  
 Motilal Nehru College (Evening)  
 University of Delhi  
 Benito Juarez Marg, New Delhi-21..



मोतीलाल नेहरू कॉलेज (संध्या)  
**MOTILAL NEHRU COLLEGE (Evening)**  
दिल्ली विश्वविद्यालय  
**(UNIVERSITY OF DELHI)**  
बेनितो हुआरेज़ मार्ग, नई दिल्ली-110021




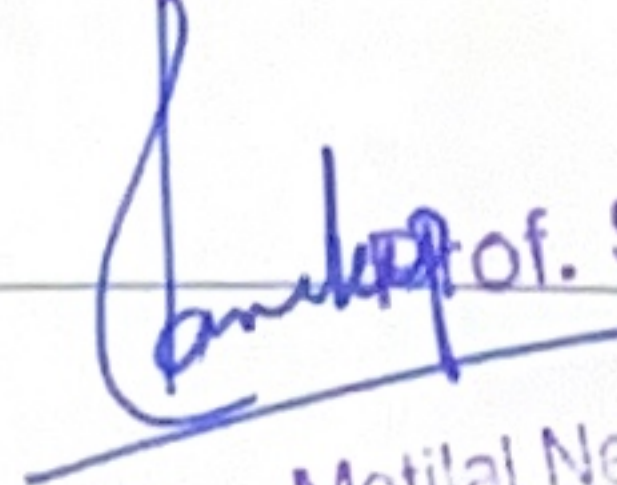
<b>Teacher-in-Charge (TIC)</b>	<ul style="list-style-type: none"><li>Supervise the rollout of dissertation guidelines across the department.</li><li>Coordinate with the Subject Research Committee (SRC) on all submission matters.</li><li>Confirm that each dissertation complies with the prescribed format before acceptance.</li><li>Name thesis files in the format: Exam Roll No_Student First Name_Supervisor Name</li><li>Upload thesis files to the RCC-designated Google Drive repository.</li><li>Maintain year-wise departmental records of all submitted dissertations.</li></ul>
<b>Subject Research Committee (SRC)</b>	<ul style="list-style-type: none"><li>Coordinate and host dissertation presentations and evaluations.</li><li>Ensure the end-to-end submission workflow is executed as per this policy.</li><li>Maintain comprehensive departmental records of student dissertations.</li><li>Forward all required documentation to the Research Committee of the College (RCC).</li></ul>
<b>Research Committee of the College (RCC)</b>	<ul style="list-style-type: none"><li>Build and sustain a centralised digital archive of all dissertations.</li><li>Create and administer Google Drive folders organised by department.</li><li>Ensure rigorous archiving of research output for long-term institutional reference.</li><li>Organise research capacity workshops and orientation sessions for students.</li></ul>

### C. Dissertation Submission Workflow

All students must follow the six-step sequence below. Skipping any stage will render the submission incomplete.

Step	Stage	What Must Be Done
01	Dissertation Preparation	Compile the dissertation in strict accordance with the college's prescribed thesis guidelines, covering structure, formatting, and referencing conventions.
02	Supervisor Review & Approval	Submit a draft to the assigned supervisor for evaluation. The supervisor must formally approve the dissertation before the student may proceed to the presentation.
03	Departmental Presentation	Present the completed research at the evaluation session convened by the SRC. Geotagged photos and video recordings must be captured as verifiable evidence of participation.
04	Final Submission to SRC	Deliver to the SRC: (a) one bound printed copy, (b) one PDF on digital media, and (c) geotagged presentation media.
05	Departmental Record Keeping	TIC uploads the renamed PDF to the department's RCC Google Drive folder and updates year-wise departmental dissertation records.
06	Institutional Archiving	RCC consolidates all departmental uploads into the college's central digital repository for academic reference and accreditation documentation.

  
Prof. Pintu Kumar  
Convener, RCC

  
Prof. Sandeep Garg  
Principal  
Motilal Nehru College (Evening)  
University of Delhi  
Benito Juarez Marg, N.D. Delhi-21.  
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मोतीलाल नेहरू कॉलेज (संध्या)  
**MOTILAL NEHRU COLLEGE (Evening)**  
दिल्ली विश्वविद्यालय  
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बेनितो हुआरेज़ मार्ग, नई दिल्ली-110021



## D. Academic Integrity & Use of AI Tools

### D.1 Plagiarism & Similarity Standards

Candidates are bound by strict academic honesty requirements throughout the research and writing process. The following standards are non-negotiable:

- All information sourced from external works must be properly cited using the referencing style specified by the department.
- Plagiarism in any form — direct copying, paraphrasing without attribution, or self-plagiarism — is strictly forbidden.
- The Turnitin similarity score must not exceed 10%, as mandated by the college.
- The proportion of AI-generated content detected must remain under 20%.
- Violations of academic integrity are subject to disciplinary proceedings under University of Delhi regulations.

### D.2 Declaration for Use of Generative AI

Where AI-assisted tools (e.g. ChatGPT, Grammarly AI, etc.) have been employed at any stage of the

*“During the preparation of this dissertation, the author(s) used tools such as ChatGPT to improve the readability and language of the manuscript. After using these tools, the author(s) reviewed and edited the content as necessary and take full responsibility for the final content of the dissertation.”*

dissertation process, the following statement must be incorporated verbatim into the dissertation:

## E. Research Outcome

Each student must provide evidence of **at least one (A-F)** of the following scholarly outcomes at the time of submission:

- Research Publication:** Publication in Scopus / Web of Science-indexed journals or in any other reputed journal approved by the University. In case the publication is in the process, then a proof of communication from the Editor. / **OR**
- Book/Book Chapter Publication:** A Book or Book Chapter bearing an ISBN must be published by a reputable publisher. In case the publication is still in process, the student must submit an official acceptance letter from the Editor. / **OR**
- Prototype / Product / Patent:** Development of a prototype or product, or filing of a patent based on the research work. / **OR**
- Any other scholastic work (any one of the following):**
  - Paper or poster presentation related to the research topic at a recognised National or International Conference / Seminar. / **OR**
  - Participation in International / National / State-level Hackathons, Exhibitions, or Entrepreneurship platforms to showcase the work. / **OR**
  - Any other scholastic work recommended by the relevant Departmental Research Committee

*[Signature]*

*[Signature]*  
Prof. Sanjay Garg  
Principal  
Motilal Nehru College (Evening)  
University of Delhi  
Benito Juarez Marg, New Delhi-21.



मोतीलाल नेहरू कॉलेज (संध्या)  
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(DRC)

and Board of

Research Studies (BRS) and subsequently approved by the Research Council. /OR

- E. Draft Policy formulation and submission to the relevant Ministry / Government Body: Students may choose to review an existing policy, identify gaps or limitations, and propose revisions or enhancements. Alternatively, students may formulate a new policy in domains where no formal policy currently exists and where a clear need can be demonstrated. The policy feed should be in coherence with the existing policy formulation framework/ OR
- F. Book translation (for Language departments – see under the Translation Track)

## F. Document Retention & Compliance

### F.1 Retention of Copies

Both the student and the supervising faculty member are required to retain individual copies of the final dissertation. These copies must be preserved until the University formally declares the semester examination results.

### F.2 Compliance Obligations

All individuals within the scope of this policy — students and faculty alike — are expected to adhere fully to the procedures outlined herein. Where deviation from any part of this policy is unavoidable, it must be reported without delay to the Teacher-in-Charge and brought to the notice of the Research Committee of the College for review.

**Final Submission Deadline: 14<sup>th</sup> May 2026**

**Prof. Sandeep Garg**  
Principal-Professor  
Motilal Nehru College  
(Evening)

Prof. Sandeep Garg  
Principal  
Motilal Nehru College (Evening)  
University of Delhi  
Benito Juarez Marg, New Delhi-21

**Prof. Pintu Kumar**  
Coordinator, IQAC  
Convener, RCC  
Motilal Nehru College (Evening)

*All concerns are requested to consult the detailed guidelines No. Acad./UGCF/Assessment/2026, dated 08/01/2026, from the University of Delhi, is attached to this SOP. The SOP is subject to change in the future as per the related guidelines of the University of Delhi.*