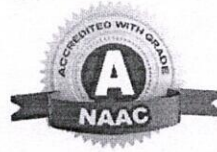




SWAMI VIVEKANAND  
**SUBHARTI**  
UNIVERSITY  
UGC Approved Meerut



AN ISO 21001: 2018 ORGANIZATION

OFFICE OF THE REGISTRAR

Gp Capt M Yakooob

M-in-D (Retd.), M.Tech.

REGISTRAR

registrar@subharti.org

Ref. No. U-508/SVSU/2026/4440

Date: 04.06.2026

## NOTIFICATION

**SUBJECT: APPENDIX TO GOVERNING ORDINANCE NO.V- 126A RELATING TO FOUR YEAR DEGREE PROGRAM (FYDP): STANDARD OPERATING PROCEDURES FOR THE 4TH YEAR OF 4-YEAR UG DEGREE (HONOURS) AND 4-YEAR UG DEGREE (HONOURS WITH RESEARCH)-REGARDING**

In accordance with the letter dated 07 December 2022, the University Grants Commission (UGC) issued the "**Curriculum and Credit Framework for Undergraduate Programmes.**" The Curriculum and Credit Framework was made applicable, in the first phase, to the following programmes (other than those regulated by AICTE, PCI, BCI, CoA, NCTE, etc.) with effect from the Academic Year 2023-24:

**Undergraduate (UG) Programmes:** B.A., B.Sc., B.Com. and all non-AICTE professional UG degree programmes.

**Postgraduate (PG) Programmes:** M.A., M.Sc., M.Com. and all non-AICTE professional PG degree programmes.

The Swami Vivekanand Subharti University vide its **Ordinance No. V-126A** notified vide U-508/SVSU/2024/1063 dated 28...03.2024 has introduced a 4-Year Degree Programme -FYDP in all University Departments from the academic year 2024-25. This is in alignment with the recommendations of NEP 2020 to have a **4-year Undergraduate Degree (Honours) and 4-year UG Degree Honours with Research.**

In accordance with Para 4 of University Ordinance, the following provision was given to students who have already enrolled and pursuing UG Programme under CBCS Scheme;

"As per UGC provisions given in Curriculum and Credit Framework for Undergraduate Programmes, the students who have already enrolled and are pursuing UG programme as per choice based credit system-CBCS are eligible to pursue 4-year undergraduate programme and the University concerned may provide bridge courses (including online courses) to enable them for transition to 4-year UG programme"

As per above said provision given in the University ordinance, now the University has rolled out the Standard Operating Procedures for the 4th year of 4-year UG Degree (Honours) and 4-year UG Degree (Honours with Research) as **Appendix-A** to Governing Ordinance No. V-126A relating to Four Year Degree Programme (FYDP).

This Standard Operating Procedure is to provide detailed instructions on how to implement the 4th year of 4-year Degree Programmes by Departments of University and enable the students to make right choices and facilitate them to pursue their career path by choosing the subject/field of their interest.

All Head of Departments are required to prepare a details syllabus as per guidelines given in the enclosed Appendix to ordinance No 126A, same to be passed by respective BoS of the department concerned and to be

0121 6678000

Yakooob  
04.06  
2026

submitted by 15.06.2026 to the office of Registrar for notifying the BoS approved syllabus for the academic session 2026-27.

This issues with the approval of the Competent Authority.

Memo No. U-508/SVSU/2026/4440

Copy forwarded for information of:-

1. Hon'ble Vice Chancellor
2. Pro Vice Chancellor
3. All Dean / Principals / Directors/ Head of Departments
4. Dean, Research and Development
5. Controller of Examination
6. Director, IQAC
7. Guard File

  
Gp Capt M Yakoob  
Registrar

Date: 04.06.2026

  
Registrar

## APPENDIX-A

### **APPENDIX-A TO GOVERNING ORDINANCE NO.V- 126A RELATING TO FOUR YEAR DEGREE PROGRAM (FYDP): STANDARD OPERATING PROCEDURES FOR THE 4TH YEAR OF 4-YEAR UG DEGREE (HONOURS) AND 4-YEAR UG DEGREE (HONOURS WITH RESEARCH)**

1. The Swami Vivekanand Subharti University vide its ordinance No. V-126A notified vide U-508/SVSU/2024/1063 dated 28.03.2024 has introduced a 4-Year Degree Programme -FYDP in all University Departments from the academic year 2024-25. This is in alignment with the recommendations of NEP 2020 to have a **4-year UG Degree Honours with Research and 4-year Undergraduate Degree (Honours)**
2. In accordance with Para 4 of University Ordinance, the following provision was given to students who have already enrolled and pursuing UG Programme under CBCS Scheme;
3. *“ As per UGC provisions given in Curriculum and Credit Framework for Undersgraduate Programmes, the students who have already enrolled and are pursuing UG programme as per choice based credit system- CBCS are eligible to pursue 4-year undergraduate programme and the University concerned may provide bridge courses (including online courses) to enable them for transition to 4-year UG programme”*
4. As per above said provision given in the University ordinance, now the University has rolled out the Standard Operating Procedures for the 4th year of 4-year UG Degree (Honours) and 4-year UG Degree (Honours with Research) as **Appendix-A** to Governing Ordinance No. V-126A relating to Four Year Degree Programme (FYDP).
5. This Standard Operating Procedure is to provide detailed instructions on how to implement the 4th year of 4-year Degree Programmes by Departments of University and enable the students to make right choices and facilitate them to pursue their career path by choosing the subject/field of their interest.
6. **Applicability of Appendix-A to Governing Ordinance No. V-126A relating to Four Year Degree Programme (FYDP) is to facilitate CBCS Students Transition to FYUGP.**
7. Students who have already enrolled and are pursuing UG programme as per Choice Based Credit System (CBCS) shall also be eligible to pursue 4-year Under-graduate programme and the department concerned may provide deficiency courses (including online courses) to enable them for transition to FYUGP.

#### **I. FOR THE 4TH YEAR OF STUDY FOR 4-YEAR UG DEGREE HONOURS WITH RESEARCH**

##### **Eligibility for students to pursue 4th year of 4-year UG Honours with Research:**

8. **Entry of student for the 4th year of study:** A student can seek entry into the 4th year of study in a college/university, provided there are vacancies in that particular programme in that department. The transfer admission shall be within the intake permitted to the department. A department shall give preference to those who have completed the three years of study from the same department and the remaining vacancies to be filled by new entrants. The new entrants shall be selected on merit basis. The student joining afresh for the 4th year of study shall obtain and submit his Transfer Certificate from the college where he/she completed the first three years of study.

2000"  
04.18  
276

9. Students shall secure 75% marks and above in group subjects (excluding languages, LSCs and SDCs).
10. Students shall pass in all courses in Semester 1 to Semester 6
11. The number of seats in a specialization area depends upon the number of faculty with Ph.D Degrees. Not more than 5 students per eligible faculty shall be the intake for the department.
12. The Section shall be stream-wise, i.e., for Science, Arts and Commerce streams. The maximum strength per section for the 4th year (Honours with Research) shall be 40. If the strength exceeds 40, the surplus shall be treated as a new section with an intake of the next 40 and so on and so forth.
13. The admissions into the 4th year of 4-year UG Honours with Research Degree shall commence only after the declaration of the results of 6th semester.
14. 4th year shall have two semesters Sem VII and Sem VIII
15. For Semester 7, the curricular structure includes 3 common courses on Research Methodologies and 2 discipline specific courses in the 7th semester
16. In the 8th Semester, the student has to complete an individual research project in one of the three subjects of his/her study in the first three years.
17. The course structure for the 7th Semester and 8th semester includes courses on Research Methodology and Trans-disciplinary online courses and Research Project, the detail course structure of 4th year of 4-year UG Honours with Research shall be as follows:

**Table-1**  
**Course Structure of 4th year of 4-year UG Honours with Research Degree**

Year	Semester	Course Code	Type of Course	Hours per Week	Credits
4 <sup>th</sup>	VII	CC-1	<b>Common Course</b> Research Methodology: Conceptual and Theoretical Perspectives	5	5
4 <sup>th</sup>	VII	CC-2	<b>Common Course</b> Research Methodology: Observational and Empirical Perspectives	5	5
4 <sup>th</sup>	VII	CC-3	<b>Common Course</b> Statistical Analysis using Computer Packages for Research Methodology	5	5
4 <sup>th</sup>	VII	DS-1	<b>Discipline Specific Course-I</b>	5	5

*Handwritten signature*  
04.08  
2026

			<b>For BA/B.Com</b> Introduction to Social Science Research		
			<b>For B.Sc.</b> Advanced Analytical Techniques for Science Research		
			<b>For BCA</b> Advanced Areas of Computer Science		
4 <sup>th</sup>	VII	DS-2	<b>Discipline Specific Course-II</b> <b>For BA/B.Com</b> Quantitative Approach to Social Science Research <b>For B.Sc. (Basic Sciences)</b> Materials Science <b>B.Sc. (Biological Sciences)</b> Advanced Techniques in Biological Sciences <b>For BCA / B.Sc</b> Advanced Statistical Methods for Data Analysis	5	5
4 <sup>th</sup>	VII	TOC-1	Trans disciplinary Online Course	15 weeks	4
4 <sup>th</sup>	VIII	RP	Research Project on one of the Major	15 weeks	25
4 <sup>th</sup>	VIII				
4 <sup>th</sup>	VIII				
4 <sup>th</sup>	VIII				
4 <sup>th</sup>	VIII				
4 <sup>th</sup>	VIII	TOC-2	Trans disciplinary Online Course	15 weeks	4

### Open Online Courses

18. A Student shall do TWO Open Online Trans disciplinary Courses, in Semesters 7 & 8. The Online Courses can be of students' choice, either in the same domain/related domain or multidisciplinary in nature. The Online Courses can also be done either in SWAYAM or NPTEL or from any other resources recognized by the IQAC and the competent authority of the respective Universities. The Open Online Courses shall carry 4 Credits each. Students shall have a choice of choosing either two online courses of 2 credits each or one course of 4 credits or can acquire a greater number of credits. If a student desirous of choosing Open Online

2008  
04.08  
2026

Courses offered by industry or a recognized online course provider, the duration shall be not less than 60 hours for a 4-credit course.

#### **Assessment for Online Courses:**

19. If the Online Course is done from among the online courses offered in SWAYAM or UGC MOOCs or NPTEL, the credits and marks awarded shall be recognized and calculated for the SGPA and CGPA. The same shall be the case if any service provider conducts an online examination (proctored). If no online examination is conducted either on SWAYAM or UGC MOOCs or NPTEL or proctored examination by the service provider, a pen and paper examination be conducted by the university.

**Individual Research Project in Semester 8 for students:** Guidelines for the Research Project to be done during 8th Semester;

20. Objectives: The purpose of this course is to introduce students to the process of conducting social science research projects. The students will be helped to conceptualize, design and execute a research project by a teacher guide.
21. Structure: Most of the sessions in this semester will be designed in a seminar format. This will be supplemented by individual / group conference / supervision. The focus will be on discussions and analysis of assignments.
22. Learners will be encouraged to read books and research journals related with his/her research topic and share them in the seminars.
23. Learners will be initiated to think about research issues throughout the semester, debate these issues with teachers and classmates and synthesize these issues mentally to develop as a researcher.
24. Being a research degree, this course will entail: (1) a much higher workload than any bachelor's degree course studied so far (2) a heavy dose of readings, and (3) a substantial amount of critical thinking.
25. Duration of the Project: 15 Weeks

#### **Method of Assessment:**

26. Continuous Internal Evaluation 100 marks (spread across the semester). Semester End External Evaluation shall be conducted at the end of the Semester.
  - a. Dissertation 200 marks
  - b. Seminar 100 marks
  - c. Viva voce 100 marks
27. There shall be a panel of three Examiners for the Semester End External Evaluation, comprising of Faculty Supervisor, one faculty member-internal examiner and one external examiner.

#### **Research Project Work Schedule:**

28. Week 1 : Research Seminar:

2000  
04-08  
2026

Learners will be helped to select a topic of his/her choice and prepare a paper (3-4 pages) and present it in a seminar organized by the department in the end of the week.

Method of Internal Assessment: Two faculty members (Faculty supervisor and the faculty member who is teaching research methodology papers)

### 29. **Week 2 : Research Proposal:**

In this week using the learning of previous semester about the research process learners would prepare research proposal.

Learners will select a research problem of his/her choice for this proposal and submit it at end of the week. This proposal will be 5 to 6 pages. It would include (1) research problem and significance, (2) literature review, (3) theory and hypotheses, (4) research design (5) Sampling (6) tool of data collection (7) data processing and analysis and (8) plan of research report. Learner will be required to present his/her research proposal at the end of the week in a 15-20 minutes in the class room.

**Method of Internal Assessment:** Two faculty members (Faculty supervisor and the faculty member who is teaching research methodology courses) will assess the proposal.

### 30. **Week 3: Data Collection;**

In order to collect the requisite data for research study, learners are required to and use the tools of data collection devised / selected during the last semester. Learners are advised to go for pre-testing of tool of data collection selecting 5 to 10 respondents and revise or modify their tool.

### 31. **Week 4: Data Collection;**

In this week the learners will go to the field and collect data from the respondents selected for the study in the previous semester.

Method of Internal Assessment: Faculty supervisor will assess the method and procedures used by learner in data collection.

### 32. **Week 5: Data Processing using SPSS software package**

Once the data are collected, the learners will be helped to process it. They will be required to prepare a Code Book and a Master Chart. This is essential to process the data using SPSS. Learners will be helped to define data, enter data in Data Editor of SPSS.

Note: Data processing in SPSS involves taking raw research or survey information and cleaning, coding, categorizing, and transforming it into a structured format ready for statistical analysis

**Method of Internal Assessment:** Faculty supervisor will assess the method and procedures used by learner in data collection

### 33. **Week 6: Data Analysis using SPSS:**

2000  
04-06  
2020

In this week the learners will be helped to prepare a plan of tabulation and execute it. The tabulation plan may include list of independent and dependent variables, univariate tables, bivariate tables, trivariate tables and list of statistical procedures to be applied. Accordingly, the learners will generate Tables and Statistical tests results.

Method of Internal Assessment: Faculty supervisor will assess the method and procedures used by the learner in data collection.

#### **34. Week 7 and Week 8 : Writing of Chapter I : Introduction**

The research report starts with the 'Introduction' of the research problem. It introduces the topic or research under investigation and its importance. The introductory chapter gives the background to the specific area of investigation. This is followed by a brief statement of the problem under study. It is also necessary to explain the significance of the present problem. Here researcher is expected to describe precisely and clearly the objective(s) of the research study. This is followed by the statement of the proposed hypotheses of the study that would be tested through statistical procedures.

Method of Internal Assessment: Faculty supervisor will assess the method and procedures used by learner in data collection.

#### **35. Week 9: Writing of Chapter II : Review of Literature**

The next task of the researcher is to present a review of the relevant literature. This includes a critical analysis of earlier research studies. As such, while reviewing literature, it should be kept in mind that literature has been critically examined in terms of agreements and disagreements among the researchers in order to justify the necessity for conducting the research study.

Method of Internal Assessment: Faculty supervisor will assess the method and procedures used by learner in data collection.

#### **53. Week 10 and Week 11: Writing of Chapter III : Research Methodology**

This is followed by a description of the design of a study. This section provides a detailed overview of "how" the study was conducted. The various sub-sections include: i) description of the research design of the study, ii) variables: the independent, dependent and control variables with their operational definitions; iii) sampling procedures : defining the population, and drawing of sample for the present study; iv) listing and describing methods and tools of data collection used in the study, like questionnaires, attitude scales, etc., their reliability, validity and administration etc.; v) describing the statistical procedures used in the analysis of data including the rationale of the use and method of data analysis.

Method of Internal Assessment: Faculty supervisor will assess the method and procedures used by learner in data collection.

#### **54. Week 12 and Week 13: Writing of Chapter V: Data Analysis and Interpretation**

2000<sup>m</sup>  
04-08  
2026

The outcome of the research is presented in tabular form with the help of statistical procedures. The data are analysed and interpreted and presented in the form of research report. If necessary, the findings are also presented graphically. The figures do not necessarily repeat the tables, but present data visually for easy understanding and easy comparisons.

Method of Internal Assessment: Faculty supervisor will assess the quality of analysis and interpretation of data.

### **36. Week 14 and Week 15: Writing of Chapter VI: Major Findings, Conclusions and Discussions**

This is usually the fifth chapter in a research report. The major findings of the study analyzed and interpreted in the preceding chapter are precisely and objectively stated in this chapter. The fourth chapter contains such presentations as only a trained researcher can understand because of the complexities involved; but in the fifth chapter the major findings are presented in a non-technical language so that even non-trained researchers such as a planner or an administrator in the field can make sense out of them.

The major findings are followed by a discussion of the findings. The major findings are compared with the findings of other related research studies which have already been reviewed in the second chapter of the report. Accordingly, the hypotheses formulated in the first chapter are either accepted or rejected. In case the null-hypotheses are rejected, alternative hypotheses are accepted. If the findings do have any discrepancy in comparison with those of other researches, or if the findings do not explain sufficiently the situation or problem under study, or if they are inadequate for generalizations, explanations with proper justification and explanation have to be provided.

Method of Internal Assessment: Faculty supervisor will assess the presentation of major findings, conclusions and discussions and will give grade.

### **37. Though the Research Project is completed in the 8th Semester, the work could be initiated in the 7th Semester itself.**

## **II. FOR THE 4TH YEAR OF STUDY FOR 4-YEAR UG DEGREE WITH HONOURS**

### **Eligibility for students to pursue 4th year of 4-year UG Degree with Honours:**

38. Students shall have passed in all the courses of semester 1 to 6.
39. Eligible students who pursued the first three years in a department shall automatically be promoted to 4th year of 4-year Degree within the department, without any new admissions.
40. For the 4th year of study for 4-year Degree with Honors to acquire an Honours Degree the student need to complete the following programme;
41. 4th year shall have two semesters Semester VII and Semester VIII.
42. Semesters VII and VIII shall have 6 courses each. A total of 12 courses for the 4th year.

*Handwritten signature and date: 04-06-2024*

43. A student who has completed three-year degree program with three majors shall choose to continue the 4th year in any one of the three majors
44. Three of the five Subject related courses in Semester VII shall be of higher order knowledge. And two of the five courses in Semester VII shall be skill oriented. Similarly, three of the five courses in Semester VIII shall be of higher order knowledge and two of the five courses in Semester VIII shall be skill oriented. Thus, of the ten Subject related courses in 4th year, a student shall study six courses of higher order knowledge and four courses which are skill oriented.
45. The detail course structure of 4th year of 4-year UG with Honours shall be as follows:

**Table-2**  
**Course Structure of 4th year of 4-year UG Degree with Honours**

Year	Semester	Course Code	Type of Course	Hours per Week	Credits
4 <sup>th</sup>	VII	CC-1	Higher order core Course	5	5
4 <sup>th</sup>	VII	CC-2	Higher order core Course	5	5
4 <sup>th</sup>	VII	CC-3	Higher order core Course	5	5
4 <sup>th</sup>	VII	SO-1	Skill Oriented Course	5	5
4 <sup>th</sup>	VII	SO-2	Skill Oriented Course	5	5
4 <sup>th</sup>	VII	TOC-1	Trans disciplinary Online Course	15 weeks	4
4 <sup>th</sup>	VIII	CC-4	Higher order core Course	5	5
4 <sup>th</sup>	VIII	CC-5	Higher order core Courses	5	5
4 <sup>th</sup>	VIII	CC-6	Higher order core Course	5	5
4 <sup>th</sup>	VIII	SO-3	Skill Oriented Course	5	5
4 <sup>th</sup>	VIII	SO-4	Skill Oriented Course	5	5
4 <sup>th</sup>	VIII	TOC-2	Trans disciplinary Online Course	15 weeks	4

46. A student shall choose any one of the four specializations for Semester VII and continue with the same specialization in Semester VIII also. Choice is provided for the students in choosing the courses in each of

*2006*  
*04.08*  
*2006*

*2006*  
*04.08*  
*2006*

the specialization. Two Trans disciplinary Online Courses are to be completed one in Semester VII and another in Semester VIII.

#### Open Online Courses:

47. For the mandatory OPEN Online Course, the duration shall be a minimum of 15 weeks or 60 hours. Choice shall also be given to a student to complete 4 out of 10 Subject related courses ONLINE. These online courses shall be approved by the University and IQAC. No approval is necessary for courses selected from SWAYAM or NPTEL. However, the online courses shall have at least 80% of the content matching the syllabus prescribed for that course. For example, a student of Zoology has a course in Embryology offered in VII or VIII Semester, he/she can opt to do the course in Embryology, online either offered on UGC Consortium for Educational Communication (UGC - CEC) or SWAYAM without the approval of university or any other online service provider, with an approval of the University and APSCHE. Every year, a dynamic list of approved online courses shall be made available for students by the University and IQAC. For earning 4 credits for an online course, students shall have a choice of choosing any number of online courses with different credits so as to fulfil the requirement of a total of 4 credits. For ex., a student can either do two online courses of 2 credits each or one course of 4 credits or can acquire a greater number of credits.
48. Choice shall also be given to students to choose any other course, which has not been listed in the courses in the syllabus prescribed by the concerned University.
49. The credits earned through online learning shall be redeemed for the prescribed credit requirements.
50. The credits and marks acquired by the students online shall be submitted through proper channel to the concerned university in the stipulated period.

#### Assessment for Online Courses

51. A student has to complete two Open Online Trans disciplinary Courses, in both the 4-year Honours Programs. If the Online Course is done from among the online courses offered in SWAYAM or UGC MOOCs or NPTEL, the credits and marks awarded shall be recognized and calculated for the SGPA and CGPA. The same shall be the case if any service provider conducts an online examination (proctored). If no online examination is conducted either on SWAYAM or UGC MOOCs or NPTEL or proctored examination by the service provider, a pen and paper examination be conducted by the university.

2000  
04.06  
2026  
Registrar

