

**NOTIFICATION****(Research Advisory Committee (RAC), Departmental Research Board (DRB) and their Functions)**

The Research Advisory Committee (RAC), Departmental Research Board (DRB) and their Functions are hereby notified: -

**RESEARCH ADVISORY COMMITTEE (RAC)**

The Research proposal of each Scholar will be considered by the RAC consisting of the following:

- a. Dean/Principal of the concerned faculty: **Chairman**
- b. Research Supervisor of the Scholar: **Convener**
- c. One and preferably two external subject experts to be nominated by the President on the recommendation of Supervisor / Chairman\*: **Member**
- d. All Professors and Associate Professor: **Members**
- e. One Internal expert from the other department in the cognate area to be nominated by the President on the recommendation of Supervisor/Chairman

**The quorum for the meeting shall be 2/3 members including one outside expert.**

The supervisor shall propose names of three experts from the approved panel of outside experts given by Departmental Research Board. In case of non-availability of experts in the relevant area of specialization in the approved Departmental Research Board panel of outside experts, the supervisor may submit an additional list of experts of relevant area through Head of the Department/School to Dean of Research.

The candidate shall be required to make a presentation on the topic of her/his proposed research. The research proposal should have broad objectives, scope and approach of the proposed investigation, facilities required for successful implementation and the significant contribution/advancement likely to be made. The RAC will consider the proposal and decide the viability of the proposal.

The supervisor must ensure that the student his/her half-yearly progress report to RAC. After approval RAC will send his/her progress report to the concerned research department.

In cases of non-receipt of two consecutive progress reports or two consecutive unsatisfactory reports or unethical practices in research committed by the student or misconduct by the student, the RAC, under the chairpersonship of Dean Research, can recommend any action including cancellation of registration.

## **Research Advisory Committee and its Functions: -**

1. As per UGC and SGVU norms RAC (Research Advisory Committee) will be constituted for every scholar. RAC will be the main committee of research monitoring and supervision of scholars in its new form. There shall be a Research Advisory Committee concerned for each Ph.D. scholar. RAC will now be taking care of progress of individual Scholars and there will be no further requirement of RAA. Present function of DRC will be now merged with RAC. RAC now will be recast accordingly as per the UGC norms.

The Research Supervisor of the Ph.D. scholar concerned shall be the Convener of this committee (RAC), and this committee shall have the following responsibilities:

- i. To review the research proposals and finalize the topic of research.
  - ii. To guide the Ph.D. scholar in developing the study design and methodology of research and identify the course(s) that he /she may have to do.
  - iii. To periodically review and assist in the progress of the research work of the Ph.D. scholar.
2. Each semester, a Ph.D. scholar shall appear before the Research advisory Committee to make a presentation and submit a brief report on the progress of his/her work for evaluation and further guidance. The Research Advisory Committee shall submit its recommendations along with a copy of Ph.D. scholar's progress report to the Higher Educational Institution concerned (Dean Research). A copy of such recommendations shall also be provided to the Ph.D. scholar.
  3. In case the progress of the Ph.D. scholar is unsatisfactory. The Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the Ph.D. scholar fails to implement these corrective measures, the Research Advisory Committee may recommend, with specific reasons, the cancellation of the registration of the Ph.D. scholar from the Ph.D. program.
    - DRC (Department Research Committee) will now continue as DRB (Departmental Research Board) which will have new function. The main function of this committee will be identifying the Thrust area of research of the department and generate research funding through external collaboration.
    - Centrally one Research Board of the University will be formed which will centrally guide research direction and opportunities and funding.
  4. **Proposed, New Methodologies, Committees and Suggestions as per Meeting are as follows**
    - It is mandatory for all the Ph.D. students to register in the concerned Department/School at the start of each semester. In the beginning of first semester (before course work) supervisor must be allotted to each scholar by the Department.
    - Every admitted candidate shall have to do course work for a minimum of one semester as per SGVU norms and as suggested by the RAC.
    - Only those candidates who successfully complete the course work within one year of admission and with a minimum CGPA of 6.00 on 10.00-point scale shall be registered in the PhD programme.

- Every candidate will be required to submit research proposal, duly recommended by the Supervisor(s), after successful completion of the course work. The minimum time period to submit the research proposal shall be one semester from the date of admission and maximum time allowed to submit the research proposal shall be one year from the date of admission.
- Research proposal and Synopsis will be submitted to the concerned Chairman of the RAC for approval in the RAC. In case of non-submission of proposal/Synopsis within one year, Dean Research on the recommendations of the RAC may grant an extension for a maximum period of six months and inform Head of the Department/School accordingly.
- If the candidate fails to submit the proposal even during the extended period, her/his admission will be cancelled. In case the proposal is rejected by the RAC, the student may resubmit it within next six months starting the date of meeting of RAC failing which her/his admission will be cancelled.
- Once RAC approves the research proposal/ Synopsis, the PhD work will start and the progress will be monitored by RAC.

**Agriculture department should additionally add the requirements of ICAR, if any, in consultation with Dean Research and incorporate.**

## **DEPARTMENTAL RESEARCH BOARD (DRB)**

### **1. CONSTITUTION OF DRB**

- Dean /Principal /HOD – **Convener**
- All Supervisor(s) and faculty members of department -- **Member(s)**
- Two faculty members in the cognate area from the other Department/School - **Members/special invitee.**
- DRB may decide to invite external experts time to time if they want (not mandatory).

This committee's tenure is two years. After every two years reconstitution of this committee will take place.

### **2. A Departmental Research Board as per the constitution shall monitor the followings:**

- The main function of this committee will be identifying the **Thrust area of research** of the department, generate research funding through external collaboration.
- Make a 5 year or beyond research plan of the department and monitor the progress.
- Drive innovations and patents in the department with tangible targets.
- DRB meets once in a month or two months.
- Prepare the list of external experts of research areas identified who can be the member of RAC.
- Identify and display of PhD research areas and concerned faculty members' name.
- Allotment and announcement of PhD guides available in the department.

- Monitor the on-going **Funded Research Projects** in the department
- Monitor new projects applications with respect to expertise in the department, organize funded seminars and workshops to strengthen scientific skills of research scholars and faculty members.
- Monitoring and Development of Research facilities in department as per need.
- Approval of Requirement of Research Scholars /RA in the department
- Requirement of consumables and Instruments in department
- Appointment/ selection of Supervisors in the department
- A half-yearly Report from Each DRB is submitted to University Research Board (which is under process of constitution) in written regarding the progress of the Scholars and Sponsored Research conducted and funding generated in Department/School.

**Agriculture department should/may additionally add the requirements in consultation with Dean Research as required by the ICAR regulations and announce the change accordingly.**

(Bears approval of Competent Authority)

  
31.1.23  
Registrar

**Copy to: All concerned Team SGVU – including -**

1. All Academic Heads, Deans, Directors, Principals, Vice-Principal, HoDs & Faculties
2. CFAO / Controller of Examination / Director (IQAC)
3. Dy. DE/Chief Proctor / Chief Librarian / T & P Cell / Chief Warden, Hostels
4. Dy. Reg. (A&L/A&R/Admission)/ Finance Manager/ Director Sports
5. Asstt. Reg. (HR)/ Estate Manager/ Campus Manager
6. Asstt. Reg. (A&A)/ SIO Acad. / Director – Admission
7. SGVU Website In-charge – for compliance please.
8. Guard File

**CC.: For kind information**

1. Hon'ble President
2. Hon'ble Pro-President (Acad.)

**BCC:**

1. PS to Hon'ble Chairperson
2. PS to Hon'ble Chief Mentor

  
31.1.23  
Registrar