

Vinayaka Mission Sikkim University

(Established by the Government of Sikkim & Recognized as per Section 2f of UGC Act 1956)

1. CONSTITUTION OF RESEARCH ADVISORY COMMITTEE (RAC)/ RESEARCH DEGREE COMMITTEE (RDC) AND ITS FUNCTIONS

- 1.1 There shall be a RAC for each Ph.D. scholar. When the Ph.D. student is accepted for admission, a RAC will be constituted by DRC for every student within two months from the date of admission of the Ph.D. student.
- 1.2 The DRC Chairman would initiate steps for the formation of the RAC and get it duly approved by the Dean of the concerned School. Once the RAC is formed, Chairman RAC shall call RAC meetings of each candidate on request of the respective supervisors. It is the responsibility of the supervisor to ensure the regular/timely meetings of the RAC.
- 1.3 The RAC shall consist of the following:
- **Supervisor** **-Chairman**
 - **Head of the department** **-Convener**
 - **Co-supervisor, if applicable** **-Member 1**
 - **One eligible supervisor of the Department** **-Member 2**

One eligible supervisor from outside the Department within the University belonging to the related research field of the concerned student nominated by the supervisor in consultation with RAC chairman, as **-Member 3**

- 1.4 However, the number of members in the RAC shall not be less than three or more than five under any circumstance. All the members of the RAC as well as the concerned Ph. D. student shall be given written communication about the same.
- 1.5 This RAC shall have the following responsibilities:
- ❖ To review the research proposal and finalize the topic of research;
 - ❖ To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do.
 - ❖ To periodically review and assist in the progress of the research work of the research scholar.
- 1.6 Any recommendation regarding change of member/s of the RAC must be initiated by the supervisor of the concerned Ph.D. student stating the proper reason. If the reasons are found to be genuine by the Department Head as well as the Dean of the concerned school, then the list of newly recommended RAC members must be forwarded by the Department Head and thereafter approved by the Dean of the concerned School.
- 1.7 The concerned Ph.D. student, new member/s, replaced member/s, Dean of the School as well as the Controller of Examinations, should be communicated accordingly in this regard. The responsibility for conducting the official formalities and communication relating to this process shall be of the concerned supervisor through Head of the Department.
- 1.8 If there is a need for modification of the title/topic of research for any Ph.D. student, he/she shall apply to the Department Head through the supervisor stating reasons for the same. The matter shall be put in the RAC for consideration and if approved by committee, the change may be allowed with approval of the competent authority.

- 1.9 The RAC shall also recommend a panel of examiners for thesis evaluation of the concerned student. The panel shall have to have the approval of competent authority and should be placed in the next Board of Studies (BoS) for rectification.
- 1.10 In case the progress of the research scholar is unsatisfactory, the RAC shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the RAC may recommend to the University with specific reasons for cancellation of the registration of the research scholar.
- 1.11 In case of any dispute in RAC, the matter shall be forwarded to the Dean of the School which he may forward it to the Vice-Chancellor for final decision if the matter remains unresolved at Deans' level.

2. DEPARTMENT RESEARCH COMMITTEE (DRC) AND ITS FUNCTIONS

- 2.1 Every Department offering Ph.D. will have a DRC which shall be coordinating below mentioned activities relating to Ph.D. in the concerned Department.
- 2.2 Apart from the regular chores as mentioned in the Ph.D. ordinances, the DRC shall be responsible for the allotment of supervisor/s to the admitted Ph.D. students and addressing the issues as and when felt necessary.
- 2.3 The DRC shall have the Department Head /Senior Professor as its Chairman and all eligible research supervisors of the Department as its members. There should be at least four members in the DRC. If there are less than four eligible research supervisors in a department, eligible research supervisors from other (related) departments may be opted to have 4 members in the DRC.
- 2.4 The meetings of the DRC shall be called by the Department Head. The decisions/recommendations of the same shall be conveyed by him/her to the Dean of the concerned school within a week after the meeting.
- 2.5 In case of any dispute in DRC, the matter shall be forwarded to the Dean of the School which he may forward it to the Vice-Chancellor for final decision if the matter remains unresolved at Dean's level.