

**Re-CONSTITUTION OF DEPARTMENTAL RESEARCH COMMITTEE (DRC) TO REVIEW
THE PROGRESS OF RESEARCH WORK VIDE PROCEEDINGS OF THE VICE
CHANCELLOR (FAC) OF THE UNIVERSITY DATED 11.04.2023.**

The Department Research Committee (DRC) for each Faculty shall be chaired by the Chairperson-Board of Studies (BOS) of the faculty of University, Head of the Department (Convener) and all recognized research guides of the departments concerned. The appointed members shall normally serve on the Committee for a term of three years from the date of appointment. Minutes, agenda and supporting documentation shall be distributed to members of the Departmental Research Committee at least 7 working days prior to the forthcoming meeting. Minutes, agendas and associated meeting papers may be distributed electronically via Email. The quorum for the DRC shall be a minimum of 1/3 of the voting members. No TA and DA will be paid to the DRC members for participating in the DRC meetings. However some of the members of DRC are far away, the DRC meetings can be conducted online by the Convener of DRC in the department concerned.

DUTIES, RESPONSIBILITIES AND GENERAL FUNCTIONS OF THE DRC

(A) REVIEW OF PROGRESS OF RESEARCH WORK

- (i) DRC to hold research review meeting with all scholars and supervisors of their departments twice in a year.
- (ii) For the purpose of monitoring the progress of research work, all the research candidates including those who are on the current rolls of KRU for Ph.D. (both full-time and part-time) are required to attend research review meetings (RRMs) and make power point presentations as and when they are conducted. At the time of RRM, research scholars should submit hard copies of their research progress in duplicate, in prescribed format with Supervisor and Co-supervisor signatures. Additionally, tangible output if any, such as: Journal Publications/Presentations in a Conference/Poster Presentation in a Seminar/Conference or a Patent, etc. should be submitted.

The half-yearly progress report should cover the following aspects

 - (a) The review of literature
 - (b) New data acquired/techniques developed
 - (c) Progress/standardization in research methodology
 - (d) Discussion of the work done including any new findings
- (iii) If a scholar fails to submit two consecutive half-yearly progress reports in time, or the progress made by the scholar is not satisfactory, the Departmental Research Committee may recommend to the University for Cancellation of the registration of the scholar.
- (iv) Scholar has to successfully complete four RRM's with satisfactory report before pre-submission seminar (Doctoral Colloquium)
- (iv) For the RRM's, the presence of supervisor (s) of the scholar is compulsory. However, there shall not be any financial commitment on the part of the University in this regard. The intimation of

RRM will be placed in the KRU website. Scholars are requested to see KRU website periodically. Individual letters will be sent to research scholars, whenever necessary.

(B) GENERAL FUNCTIONS OF DEPARTMENT RESEARCH COMMITTEE (DRC)

- a) To fix up the number of seats in Ph.D. to be filled every year for research admissions as per the guidelines of UGC/University.
- b) To assist in preparation of the Academic Calendar for Ph.D. programmes for the academic year.
- c) To decide areas or topics of research to be pursued by the Ph.D. students at the time of admission.
- d) To recommend syllabi for Pre. Ph.D. course work for approval by the BOS.
- e) To suggest panel of examiners and paper setters for Pre. Ph.D. examinations to the BOS.
- f) To prepare database of experts for each specialized area which can be used for the preparation of panel of examiners for adjudicating the Ph.D. thesis. The data base may be periodically updated and made available to BOS for onward approval.
- g) To conduct pre-submission seminar for the concerned scholar within three weeks from the date of receipt of formal letter from the office of CRS.
- h) To examine the quality of research work presented by scholar in his/her pre-submission seminar, which is opened to all faculty members and scholars.
- i) To peruse the synopsis of research work submitted by scholar, and to accept the research work of scholar for submission or may advise to revise/reappear with modifications made.
- j) To accord final clearance to scholar for preparing the submission of his/her thesis.
- k) To certify whether the scholar has regularly submitted the progress reports or not.
- l) To certify whether the scholar has successfully completed doctoral colloquium or not.
- m) To recommend the scholar's leave of absence related to any field work/experimental work/survey work, etc. and the same shall be intimated to the office of CRS for approval.
- n) To recommend the bills and other papers relating to finance/accounts of fellowship/scholarship-holders.
- o) To recommend the change of topic of research, title of thesis, and supervisor/co-supervisor of research candidates.
- p) Any other functions referred to by the Faculty Research Committee (FRC) or University Research Council (URC) or the Vice-Chancellor or any other statutory body/authority.