VELS

INSTITUTE OF SCIENCE, TECHNOLOGY & ADVANCED STUDIES (VISTAS)
(Deemed to be University Estd. u/s 3 of the UGC Act, 1956)
PALLAVARAM, THALAMBUR, PERIYAPALAYAM, THIRUVANMIYUR, ADYAR - CHENNAI

Policy on Constitution and Functions of Research Advisory Committee(RAC) and Doctoral Research Committee(DRC)







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POLICY ON CONSTITUTION AND FUNCTIONS OF RESEARCH ADVISORY COMMITTEE (RAC) AND DOCTORAL RESEARCH COMMITTEE (DRC)

Policy No.: VISTAS/Research/RAC-DRC/Policy/2026
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CONSTITUTION OF RESEARCH ADVISORY COMMITTEE (RAC)

AND

DOCTORAL RESEARCH COMMITTEE (DRC)

1. RESEARCH ADVISORY COMMITTEE (RAC)

1.1 Purpose

The Research Advisory Committee (RAC) shall guide, monitor, and periodically review the progress of research scholars and ensure quality, relevance, and integrity of doctoral research in line with UGC regulations and institutional research priorities.

1.2 Constitution

The RAC shall be constituted for each research scholar as follows:

a. **Research Supervisor** – Chairperson
b. **Co-Supervisor** (if applicable) – Member
c. Two Subject Experts
    i. From the same department or allied departments
    ii. At least one external expert from other institutions.
d. One Ex officio member - HoD/Dean

1.3 Functions

a. Approve and refine the research proposal and methodology
b. Review six-monthly progress of the scholar
c. Suggest coursework, publications, and training needs
d. Ensure adherence to research ethics and plagiarism norms
e. Recommend continuation, modification, or termination of registration, if required
f. Guide on pre-submission requirement.

1.4 Responsibilities

The RAC shall have the following responsibilities

a. Shall approve the syllabus of the course(s) for the Course Work.

b. Shall provide guidance to the research scholar to develop the study design, methodology of research, conceptualize the research issues, and monitor the research ethics observed.

c. Shall constructively review and appraise the progress of the research scholar once in every six months. The first RAC meeting must be conducted within six months after the provisional registration of the research scholar. The research scholar shall make a presentation of his/her progress of research work for evaluation and further guidance. The RAC shall submit its recommendation, minutes of the RAC meeting, along with a copy of Ph.D. scholar's progress report to the Dean Academic research, Ph.D. Section, VISTAS.

d. In case, the progress of the research scholar is not satisfactory/ inadequate; the RAC shall record it in the minutes and suggest corrective measures. If the research scholar fails to ameliorate and does not implement the defined corrective measures suggested by the RAC, the RAC may recommend to the SRC for cancellation of registration of the research scholar citing specific reasons arrived at, as a definitive stand.

2. DOCTORAL RESEARCH COMMITTEE (DRC)

2.1 Purpose

The School Research Committee / Doctoral Research Committee (DRC) shall function at the School / Department level to oversee, coordinate, and maintain standards of doctoral research across disciplines.

2.2 Constitution

The Doctoral Research Committee (DRC) shall consist of three to six members, constituted based on the specific requirements of the respective School/Department, as follows:

a. **Dean/Director of the School** – Chairperson
b. **Head of the Department(s)** – Member(s)
c. **Research Coordinator(s) of the School/Department** – Member(s)
d. **Dean (Research)** – Ex-officio Member

e. Senior Recognized Research Supervisor(s)/Faculty Member(s) with relevant research expertise – Member(s), wherever required

2.3 Functions

a. Scrutinize and approve Ph.D. research proposals

b. Monitor overall progress of doctoral research in the department

c. Ensure compliance with UGC Ph.D. Regulations, 2022 (as amended)

d. Resolve academic or procedural issues related to doctoral research

2.4 Tenure & Meetings

a. RAC: Constituted for the entire duration of the scholar's Ph.D.

b. DRC: Reconstituted once in three years

c. Minimum two meetings per year for RAC

d. DRC meetings as and when required (minimum once per semester)

5/6/2026

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