

مولاانا آزاد نيشنل اردو يونيورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY
(A Central University established by an Act of Parliament in the year 1998)
(Accredited "A" Grade by NAAC)



Ref. No. MANUU/ F. 33/ 2016-17/319

Date: 03.03.2017

CIRCULAR

Sub:- MANUU - Academic – Constitution of Departmental Research Committee as per the revised regulations for M.Phil. & Ph.D. - Reg.

Ref: - Approval of the Competent Authority dated 22nd February 2017

Consequent to the revision of regulations for M.Phil and Ph.D, all the HOD's are requested to re - constitute the Departmental Research Committee to monitor and facilitate in conducting of quality research in the Department/Centre and duly forwarded it through the recommendations of the Deans of the School concerned to the academic section for approval of the Competent Authority. The Heads were requested to adhere the norms of nominating the members to the DRC as per revised guidelines.

Further, the term of reference shall be same and functions of DRC shall remain same, only composition of DRC is revised, (Copy Enclosed).

Assistant Registrar
(Academic)

To
All Deans / HoD's

Encl:- A/a

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28.12 Fee for the Program shall be decided by the University authority before admission.

28.13 If admitted, foreign research scholars must pass a course in Urdu offered by the University before the completion of PhD.

29. Composition of Departmental Research Committee and Research Advisory Committee

29.1 Departmental Research Committee

Each Department shall have a Departmental Research Committee comprising of the following members, who are otherwise qualified as Research Supervisors, to monitor and facilitate conduct of quality research in the Department/Centre.

- a) Head of the Department/Director of the Centre (Ex-officio Chairperson)
- b) One Professor (a nominee of the Vice Chancellor)
- c) All Professors from the concerned Department/centre
- d) Two Associate Professors from the concerned Department/Centre
- e) Two Assistant Professors from the concerned Department/Centre. In case where number of eligible Assistant Professors is more than ten then the number of Assistant Professors in DRC shall be three.
- f) One Professor/Associate Professor amongst faculty members of Off-Campus Colleges, if applicable.

The selection under category c), d), e) and f) given above shall be by rotation as per seniority.

The term of the membership of all members of Departmental Research Committee, other than ex-officio members shall be for a period of two years. Unless otherwise provided, two third of the members of the Departmental Research Committee shall form the quorum.

The meeting of the Departmental Research Committee shall be held at least once every three months. It may be held earlier, depending upon urgency of individual cases.

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29.2 Research Advisory Committee

There shall be a Research Advisory Committee, or an equivalent body for similar purpose as defined in the Statutes/Ordinances of the University, for each PhD research scholar. The composition of RAC shall be:

- a) Research Supervisor of the research scholar as Convenor.
- b) One member recommended by the Research Supervisor from amongst the Research Supervisors of the Department/Centre/Off-Campus College.
- c) One nominee of the HoD/Director/ (Principal in case of off-Campus Colleges) who may be within or outside the Department/Centre.

The RAC members should otherwise be eligible Research Supervisor.

The RAC for each batch of the research scholars shall be constituted in DRC itself and notified towards the end of Semester-I.

This Committee shall have the following responsibilities:

- a) To review the research proposal and finalize the topic of research;
- b) 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.
- c) To periodically review and assist in the progress of the research work of the research scholar.

A research scholar shall appear before the Research Advisory Committee once in six months (preferably in the last month of the semester) to make a presentation of the progress of his/her work for evaluation and further guidance. The half-yearly progress reports shall be submitted by the Research Advisory Committee to the Head of the Department/ Director of the Centre with a copy to the research scholar.

In case the progress of the research scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the Research Advisory Committee may recommend to the University with specific reasons for cancellation of the registration of the research scholar.