

Debraj Roy College (Autonomous)



RESEARCH POLICY

(As Approved by the 1st Meeting of the Academic Council, Debraj Roy College held on 24.09.2024)

Debraj Roy College affirms strict adherence to a sustainable research culture among its two primary stakeholders i.e. teachers and students with a generic aim to generate a knowledge eco-system in the institution. It aims to align its primary goal of dissemination of scientific knowledge with the overall needs of academic growth, innovation and productivity among the younger generation of the region and the country. The research culture is supposed to ignite the research- orientation and capabilities among the primary stakeholders of the institution and generate numerous avenues of academic, economic and societal development and upliftment in the broader context of the primary and valued needs of the regional community. Research is the sine qua non of a thriving and prolific higher educational institution and through a vibrant Research Policy, Debraj Roy College aims to foster academic nourishment and ensure the delivery of tangible benefits of education through the facilitatory role of a dedicated higher educational institution among its stakeholders and the community at large against the backdrop of an evolving knowledge eco- system of the country at present.

POLICY OBJECTIVES

1. To promote academic excellence by providing quality teaching and a vibrant learning environment by taking into account the national and global trends of development in higher education.
2. To equip and empower the students and teachers' community with the latest tools of knowledge acquisition, capacity building, skill enhancement and academic entrepreneurship so that they remain competent and employable in the academia and industry in the long run.

3. To generate a viable and supportive infrastructure with adequate academic and administrative resources for the optimum utilization of research potential, skills and talents of the academic community of the college.
4. To develop a detailed organisational framework by earmarking specific roles and responsibilities among the members by establishing a research and development cell, and identifying the viable areas and opportunities of research for the enhancement of the existing teaching-learning atmosphere of the college.
5. To develop the research and development cell as an integrated entity which would act as an intermediary to build a bridge of communication between the researchers and sources of financial resources for the advancement of research and which would serve as an information hub for the aspiring researchers with the required information of funding agencies for the same.
6. To provide an integrated network of coordination among the cells such as incubation cell, institution innovation council and its entrepreneurship development cell, career development cell and student's activity cell with the larger aim to foster cooperation and collaboration among them.
7. To promote industry-academia collaboration by providing a common platform but with differentiated responsibilities entrusted to various cells such as incubation cell, institution innovation council, career development cell and student's activity cell with the larger aim of fostering partnership between the industry and academia.
8. To leverage the existing knowledge hub of the local community and explore subject and field specific expertise of the community by engaging various subject experts and specialists in institutional programmes and ensure intra institutional mobility among the researchers and collaborators in research activities.

POLICY STATEMENT

The college primarily focusses upon promoting research and its related activities in accordance with the guidelines of the University Grants Commission (UGC), National Assessment and Accreditation Council (NAAC) and Departments of Education, Government of India, and the college will strive to align itself with the guidelines for Autonomous colleges affiliated to universities as prescribed by the UGC, the apex body of higher education in the country.

The college purports to adopt such policy aims which will enable it to function as a leading hub of research and innovation in the region and to undertake pioneering role in the enhancement of fundamental and applied endeavours of research across diverse fields of knowledge.

The college aims to connect to a global knowledge network while integrating with the Indian knowledge system by promoting both specialized and interdisciplinary initiatives and fostering collaboration with researchers and academia within and outside the institution.

The college aims to foster highest level of academic integrity and research ethics in PhD level programmes; at the same time it undertakes to establish significant benchmarks for publishing research works in globally indexed journals such as Scopus, Web of Science, SCI or SSCI journals and for producing fundamental research outputs through a myriad of minor or major research projects capable of delivering tangible benefits to the academic community and society.

The college ultimately focusses upon developing an integrated policy to foster an innovative environment for transfer and dissemination of productive knowledge through its research tools and various cells of innovation and incubation for the greater benefits of the academic fraternity as well as community at large.



OFFICE OF THE PRINCIPAL: DEBARJ ROY COLLEGE(AUTONOMOUS), GOLAGHAT

**REGULATIONS FOR THE RESEARCH COUNCIL AND FOR THE DEGREE OF
DOCTOR OF PHILOSOPHY (Ph.D.) 2024**

(As Approved by the 1st Meeting of the Academic Council, Debraj Roy College held on
24.09.2024)

A. REGULATIONS FOR THE RESEARCH COUNCIL

1. The Research Council is the apex body that administers the research programmes of the College. The Research Council shall consist of the following:

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| a) | The Principal | Chairperson |
| b) | The Controller of Examinations | Member |
| c) | The Coordinator, IQAC | Member |
| d) | The Asst Coordinator, IQAC | Member |
| e) | Deans of Science and Arts | Member |
| f) | Member Secretary, Academic Council | |
| g) | Two Associate Professors/Assistant Professors
of the college representing each stream | |
| (h) | Two Professors as invited members from
University representing each stream | |
| i) | Chairpersons of DRCs | |
| j) | Member secretary | |

** The respective members of the Research
Council must possess a PhD degree.

2. Functions of the Research Council

The Research Council shall be mainly responsible for the following functions:

- It shall review the Policy Matters/Regulations pertaining to research leading to Ph.D.
- It shall explore for promotion of innovative research by the students and faculty members and work out policy initiatives for these.
- It shall work out policy initiatives such as Industry-Academia research, Collaborative research, etc.

- d) On behalf of the Research Council, the Chairperson of the Research Council shall examine the Reports of the Examiners of the Ph.D. Theses and advise the Controller of Examinations for the necessary action underreport to the Executive Council.
- e) It shall take final decision on the recommendations of the respective Departmental Research Committees (DRCs).
- f) It shall scrutinize and recommend for approval of the Ph.D. Research proposals as recommended by the DRCs for registration to the Ph.D. Programmes.
- g) It shall consider the applications for Ph.D. Supervisorship on the basis of recommendations of respective Departmental Research Committees.
- h) It shall forward the Panel of Examiners for the Ph.D. Thesis along with the quadruplicate copies of the abstracts of the thesis to the Controller of Examinations for further necessary action.

3. Departmental Research Committee (DRC)

- a) The Departmental Research Committee (DRC) is the Research Committee of a teaching department offering Ph.D programme having minimum of 3 nos. of members including chairperson.

- b) The constitution of DRC should be as follows

- i) *Head of the Department Chairperson
- ii) **All the Ph.D supervisors of the department Members

*If the Head of the Department is not the eligible Ph.D. supervisor, then the senior most faculty of the concern department having Ph.D. supervisorship shall be the Chairperson.

**Provided the concerned department has less than 3 nos. of members, then the Principal shall nominate one from the remaining members belonging to the allied subject or the allied fields of research.

- c) Functions of the DRC

- (i) The DRC shall consider all matters related to the research works in the subject(s) concerned.
- (ii) It shall look after all activities related to entrance test and admission to the Ph.D. programme including Course Work as per the prescribed admission criteria and procedure.
- (iii) It shall conduct and do the needful for evaluation of the Ph.D. programme including Course Work.
- (iv) It shall consider the recommendations of the Research Advisory Committee (RAC) related to the registration of the Ph.D. research

Scholars. It shall recommend a Ph.D. proposal (synopsis) for registration only after its presentation before the DRC by the concerned Scholar.

- (v) It shall convene the periodical seminars/presentations for the Ph.D. Scholars from time to time
- (vi) It shall scrutinize the progress reports of the Ph.D. research Scholars at regular intervals.
- (vii) The DRC shall organize the Pre-submission seminars of the Ph.D. Scholars and receive the abstracts along with the panel of examiners from the Research Advisory Committees (RAC) and recommend to Research Council.
- (viii) The DRC shall consider any other issues relevant to the Ph.D. works of the scholars.

4. Research Advisory Committee (RAC)

- a) The formation of the RAC will be initiated by the supervisor (s) to monitor the progress of each of the research students. The RAC shall consist of supervisor(s) and a minimum of two Ph.D. supervisors of the college from the allied field of research. The formation of the RAC shall be notified by the Chairperson of the DRC concerned and the copies of it shall be sent to the Chairperson, Research Council, Controller of Examination, Coordinator, IQAC and Faculty concerned.
- b) Functions of the RAC
 - (i) The Research Advisory Committee (RAC) shall examine the research proposals and recommend the same to the DRC concerned if found appropriate for Ph.D. registration.
 - (ii) It shall monitor the progress of research of the scholar and recommend the progress reports to the DRC concerned. A research scholar shall appear before the RAC once in six months to make a presentation of the progress of his/her work for evaluation and further guidance.
 - (iii) It shall examine the abstracts of the Ph.D. Thesis prior to the pre-submission seminar and recommend the same to the DRC concerned.
 - (iv) It shall ensure the corrections and modifications in the thesis as per the recommendation of the examiners before the viva-voce examination.

5. Eligibility to be a Ph.D. Supervisor/Co-Supervisor
- (i) Permanent faculty members, who are working as Associate Professor of Debraj Roy College with a Ph.D., and at least five (05) research publications in Scopus/Web of Science/UGC Care listed journals of which at least one (01) is a post Ph.D. publication may be recognized as PhD supervisor of the college.
 - (ii) Permanent faculty members, who are working as Assistant Professor of Debraj Roy College with a Ph.D., and at least three (03) research publications in Scopus/Web of Science/UGC Care listed journals of which at least one (01) is a post Ph.D. publication, may be recognized as PhD supervisor of the college.
 - (iii) The faculty members of other Universities/Institutions of repute may also be recognized as the Co-supervisor under special circumstances on recommendation of the DRC concerned and due approval from Research Council.

6. Change of Supervisor

- a) In case the Supervisor of a candidate leaves the College before the completion of research of the scholar, the Research Council may allow the Supervisor concerned to continue the supervision of the research work as the Co-supervisor. In such case, if the concerned scholar already has any co-supervisors from the college, then he/she may be considered as Supervisor. If the scholar has no Co-supervisor from the college, then in such cases, the DRC concerned shall take necessary steps for appointment of a Supervisor for the Scholar for that particular research work, and if no supervisor is available, then the original supervisor will be allowed to supervise the students till their completion of Ph.D.
- b) The change of supervisor shall be permitted only in exceptional cases like death, state of being incapacitated due to illness, mental disabilities, removal from the job and the likes by the Research Council. In such case, the DRC will appoint a supervisor from the department or the allied fields of research of the scholar concerned.

B. REGULATIONS FOR THE DEGREE OF DOCTOR OF PHILOSOPHY (Ph.D.)

1. Admission Requirements

- a) A candidate seeking admission to the course for the Degree of Doctor of Philosophy (Ph.D.) shall have to complete a 1-year/2-semester Master's degree programme after a 4-year/8-semester Bachelor's degree programme or a 2-year/4-semester Master's degree programme after a 3- year Bachelor's degree programme or qualifications declared equivalent to the Master's degree by the

corresponding statutory body, with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed.

- b) Provided that a candidate seeking admission after a 4-year/8-semester Bachelor's degree programme should have a minimum of 75% marks in aggregate or its equivalent grade on a point scale wherever the grading system is followed.
 - c) A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC, Differently-Abled, Economically Weaker Section (EWS).
 - d) All applicants seeking admission to the Doctoral programme of the College must clear the RESEARCH ADMISSION TEST (RAT) of Debraj Roy College followed by the viva-voce/interview.
 - e) The candidates who have qualified the CSIR/UGC NET-JRF and/or having research fellowship from National level Government/Semi Government funding agencies are exempted from appearing in the RAT. However, these candidates have to apply for admission as per the College Notification and have to appear for viva-voce/ interview for getting selection for the admission.
 - f) The weightage between RAT and viva-voce are in the ratio of 70% to 30% whereas viva-voce will carry 100% weightage for the candidates who are exempted from RAT.
2. Ph.D. through Part-time Mode
- a) Ph.D. programmes through part-time mode will be permitted provided all the conditions stipulated in these Regulations are fulfilled.
 - b) The College shall obtain a "No Objection Certificate" through the candidate for a part-time Ph.D. programme from the appropriate authority in the organization where the candidate is employed, clearly stating that:
 - (i) The candidate is permitted to pursue studies on a part-time basis.
 - (ii) His/her official duties permit him/her to devote sufficient time for research.
 - (iii) If required, he/she will be relieved from the duty to complete the course work.
3. Course Work
- a) After getting admitted to the PhD programme, a student shall have to undertake a Six-Monthly Course Work in the Department, as per the guidelines and course structure of Debraj Roy College.
 - b) Date of admission to the course work after admission to the PhD programme shall be considered as the provisional date of Ph.D. registration. Final Registration with

a Ph.D. topic will be done only after the submission of PhD synopsis consequent upon the successful completion of course work.

- c) The structure of the course work shall be designed and implemented by the concerned DRC.
- d) DRC's can also consider courses done under platform such as SWAYAM and validate credits for such programme.

4. Registration

- a) After successful completion of the course work, a candidate shall submit a synopsis of the proposed research work in triplicate to the Research Advisory Committee concerned through his/her supervisor within one year from the date of declaration of the result of the Course Work. The candidate may need to give a presentation of the synopsis before the Research Advisory Committee.
- b) The Research Advisory Committee shall scrutinize the research proposal of the candidate and suggest for modification if any. The Research Advisory Committee shall also recommend the proposals for consideration of the DRC concerned.
- c) The Chairperson, DRC shall forward the applications of the candidates for Ph.D. Registration to the Controller of Examination.
- d) Date of admission to the Ph.D. programme should be considered as provisional date of Registration. Final registration will be done only after clearing the Course Work examination followed by submission of synopsis.

5. Periodical Activity

- a) Registered scholars shall present and submit a progress report on completion of every six months from the date of registration to the RAC.
- b) Non-submission of progress report beyond a period of one year may lead to cancellation of his/her registration.

6. Language

In all subjects, the thesis shall be written in English. However, in the language subjects, the thesis may be written in English or in the language concerned.

7. Modification of Title OR Change of Topic

- a) A scholar may be allowed by the Faculty Board on the recommendation of DRC to modify the title, provided it does not alter the basic area or contention of the research work. However, the duration between the modification of title and submission of thesis must not be less than one year.

- b) A scholar may be allowed by the DRC to change the topic of her/ his ongoing research provided the same is duly recommended by RC and notified to Controller of Examination along with the fresh synopsis.

8. Thesis Submission

- a) The duration of the PhD programme will be a minimum of three (03) years, including course work and a maximum of six (06) years from the date of admission into the programme. A scholar registered for Ph.D. degree may submit the thesis on completion of two (02) years of research work from the date of final registration in the Ph.D. programme. He/she shall have to submit the thesis within six (06) years from the date of admission in the Ph.D. programme. Provided that if a candidate fails to submit the thesis within six (06) years from the date of admission, he/she may apply for re-registration. In such cases, the thesis shall be submitted not before one (1) year and not later than two (02) years from the date of re-registration failing which his/her registration shall stand cancelled. In any case, the total period of completion of a Ph.D. programme should not exceed eight (08) years from the admission in the Ph.D. programme.
- b) Research Council on recommendation of the DRC concerned may allow a scholar for extension of the registration period for maximum two years on expiry of the seven-year term of admission.
- c) In the cases of extension of registration, the scholar shall have to pay the prescribed Extension of Registration fee.
- d) The scholar, whose registration period is extended shall have to submit her/ his thesis within two years from the date of Extension of Registration failing which his/her registration shall stand cancelled.
- e) The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of two (02) years for Ph.D. in the maximum duration, however, the total period of completion of a Ph.D. programme in such cases should not exceed ten (10) years from the date of admission in the Ph.D. programme.
- f) In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of Ph.D. for up to 240days.
- g) Every registered scholar shall present at least two papers during the tenure of her/his research at National/International Seminar/Conference.
- h) Every scholar shall have to publish at least one (01) research paper on her/ his research work in UGC Care list of Journal(s) before submission of the thesis and produce evidence to that effect in the form of re-print or acceptance letter.

- i) Prior to submission of the abstracts of the thesis, the scholar shall make a seminar presentation in the department based on the findings of his/her research work and that shall be open to all faculty members, research scholars and students for getting feedbacks and comments, which may be suitably incorporated into the thesis under the advice of the supervisor. This presentation will be termed as Abstract Presentation.
 - j) On satisfactory presentation of the findings, the DRC shall forward the quadruplicate copies of the abstracts of the thesis to the Chairperson, Research Council along with panel of experts prepared by the Supervisor. The panel shall preferably consist of total 6 (six) experts of which at least 3 (Three) experts from outside the state/country. The list of experts should not contain the names of recognized Ph.D. Supervisors of the college or of any person from the institution where the Supervisor(s) or Co-supervisor is/are working or jointly supervising a research scholar in another institute.
 - k) The Chairperson, Research Council shall appoint three examiners out of this panel of experts, at least preferably one from outside the state/ country, besides the Supervisor(s) of the thesis.
 - l) The Controller of Examinations shall send the Abstracts to the external examiners as approved by the Chairperson, Research Council as a first step towards the examination of the thesis.
 - m) The scholar must check her/ his draft of thesis by any anti-plagiarism software approved by the UGC and have to submit the report of it along with 5 (five) hardcopies of Thesis. He/she also needs to submit one soft copy of Thesis in the form of CD as well.
9. Evaluation and Degree Award
- a) The thesis shall be examined in two parts:
 - (i) Written reports by the Examiners on the thesis submitted.

While giving detailed comments on the thesis, the Examiner shall recommend that in his/her opinion –

either, the thesis be accepted,

(This opinion will be given on the basis of the thesis Examiner's detailed report and it must not contradict the detailed report.)

or, the thesis be revised and resubmitted.

(In this case, the examiner shall indicate the lines along which the thesis should be revised.)

or, the thesis be rejected.

[In this case, reasons for rejection will be given by the Examiner(s).]

The Examiners shall also state whether the thesis is worthy of publication or not. If not, the reasons will be clearly stated by the Examiner(s).

The recommendation, however, is necessary only for publication of the thesis. In case the thesis is not recommended for publication, this will not have any bearing on the award of the degree.

- (i) In case one examiner suggests resubmission while the other examiners accept the thesis, the Research Council may ask the candidate to resubmit the thesis along with a prescribed fee after six months in the light of the suggestions made by the Examiner concerned. The revised thesis will be referred to the examiner who had sought for revision.
- (ii) If one of the examiners recommends rejection, then the thesis shall be referred to a Third External Examiner from the Panel. In this case, the candidate will have to pay a prescribed fee. If this examiner also recommends rejection, the thesis shall be rejected.
- (iii) The Controller of Examinations shall place the Reports of the Ph.D. Thesis before the Chairperson of the Research Council in confidential. The Chairperson on behalf of the Research Council shall examine reports of the Ph.D. Thesis and suggest the Controller of Examinations for further action accordingly.

However, the Controller of Examinations shall place a consolidated report on the theses examined before the next meeting of the Research Council for ratification.

(b) Viva-Voce Examination

- (i) A Board of Examiners to conduct Viva-Voce Examination shall be constituted as below-
 - (a) The Chairperson of the DRC.
 - (b) The Supervisor/ Co-supervisor of the Thesis.
 - (c) One External Examiner of the Thesis to be nominated by the Principal.

Provided that in case of a scholar registered under clause 5(ii), the Board of Examiners to conduct Viva-Voce Examination of the scholar shall be constituted as below-

- (a) The Chairperson of the RAC, who shall also chair the Viva-Voce Examination
 - (b) The Chairperson of the DRC
 - (c) One External Examiner of the Thesis to be nominated by the Vice- Chancellor.
- (ii) In case the Chairperson happens to be the Supervisor of the candidate, the Principal shall nominate a member of the DRC of the Department/ Centre of Studies concerned as the Chairperson of the Viva-Voce Board of Examiners.
 - (iii) Provided that in case of a Department, where there is no other eligible member to be nominated, the Principal will nominate some

other member from an allied Department or the Dean of the Faculty concerned himself/ herself will chair the proceedings.

- (iv) The Viva-Voce Board of Examiners so formed shall have at least two members, one of whom must be an external examiner of the thesis. Under an exceptional situation some other Expert from the Panel of Examiners may be invited by the Principal in lieu of the External Examiner.

Provided that the Viva-Voce shall be open, and the examiners' report shall be read only by the members of the Board of Examiners and the Viva-Voce report shall be prepared only by the Board of Examiners for conducting the Viva-Voce.

- (v) In the event of absence of unanimity amongst the members of the Viva-Voce Board with regard to the award of the Ph.D. degree, the majority decision shall prevail.

- (vi) The Report of the Viva-Voce and Examiner's Reports shall be forwarded by the Chairperson, DRC to the Controller of Examinations for necessary action.

(vii) Provided that in case of rejection by the majority, the candidate shall be required to appear again for the Viva-Voce after three months with submission of requisite fee but preferably not later than six months.

(c) Result

(i) The Governing Body on the recommendation of the Board of Examiners of the Viva-Voce Test shall confer the degree of Doctor of Philosophy (Ph.D.) and shall cause the candidate's name to be published immediately with the title of the thesis, name of the Supervisor and the subject to which the thesis belongs.

(ii) The scholar shall submit one hard bound copy of the thesis along with two soft copies (in CD form) to the Controller of Examinations after incorporating corrections, modifications, etc. as suggested by the experts within one month from the viva-voce examination, to be duly certified by the supervisor concerned.