



# MANSAROVAR GLOBAL UNIVERSITY

Research & Development Cell

## POLICY FOR CONSTITUTION OF RESEARCH ADVISORY COMMITTEE (RAC) & DOCTORAL RESEARCH COMMITTEE (DRC)

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### 1. Preamble

Mansarovar Global University is committed to fostering a culture of scholarly excellence, ethical research conduct, and academic integrity. In alignment with the University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018, UGC (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2022, and other applicable statutory guidelines, the University hereby constitutes the Research Advisory Committee (RAC) and the Doctoral Research Committee (DRC) for effective governance, monitoring, and quality assurance of doctoral research programmes.

### 2. Applicability

This policy applies to:

- All Ph.D. scholars enrolled at Mansarovar Global University.
- Research Supervisors / Co-Supervisors.
- Heads of Departments and Deans of Faculties.
- Research & Development Cell and all associated academic bodies.

### 3. Research Advisory Committee (RAC)

#### 3.1 Purpose

The Research Advisory Committee (RAC) is constituted to evaluate and approve Ph.D. research proposals, provide academic mentorship to doctoral scholars, and ensure adherence to ethical and UGC-mandated research standards throughout the research journey.

#### 3.2 Composition

Each RAC shall consist of a minimum of five members as follows:

S.No.	Designation / Role	Position in RAC
1.	Dean / Director of Research (Chairperson)	Chair
2.	Head of the Concerned Department (Member)	Member
3.	Two Subject Experts from inside the University (Members)	Member
4.	One External Expert from a reputed Institution (Member)	Member
5.	Research Supervisor / Guide (Member)	Member / Convener

Note: The External Expert shall be a recognized researcher/academician of repute from outside the University. The tenure of RAC members shall be co-terminus with the Ph.D. programme of the scholar or three years, whichever is earlier.

### 3.3 Functions and Responsibilities

1. Review and evaluate the Ph.D. research proposal / synopsis submitted by the scholar for feasibility, originality, and ethical compliance.
2. Assess and approve the research methodology, objectives, and scope of work.
3. Review anti-plagiarism (similarity) reports and ensure similarity is within UGC-mandated limits (not exceeding 10% overall similarity, excluding references).
4. Grant ethical clearance where research involves human subjects, animals, or sensitive data, in compliance with ICMR guidelines, Helsinki Declaration, and CPCSEA norms.
5. Monitor progress of the scholar through periodic Pre-Submission Seminars (PSS) at least once a year.
6. Evaluate the Pre-Ph.D. course work completion and recommend registration of the scholar for formal Ph.D. enrolment.
7. Recommend corrective measures, change of title, or revision of objectives if required.
8. Recommend disciplinary action in case of research misconduct, fabrication, falsification, or plagiarism.
9. Forward its findings and recommendations to the Doctoral Research Committee (DRC) for further action.

### 3.4 Meetings and Quorum

- The RAC shall meet at least once every six months or as required.
- Quorum: A minimum of three members (including Chairperson) must be present.
- The Chairperson may call a Special Meeting at any time on grounds of urgency.
- Minutes of each meeting shall be recorded and submitted to the DRC within 15 days.

## 4. Doctoral Research Committee (DRC)

### 4.1 Purpose

The Doctoral Research Committee (DRC) is the primary departmental body responsible for the overall regulation, coordination, and quality assurance of Ph.D. programmes within a Department or Centre. It functions as the supervisory authority between the RAC and the university-level research governance bodies.

## 4.2 Composition

Each Department/Centre shall constitute a DRC comprising the following:

S.No.	Designation / Role	Position in DRC
1.	Head of the Department (Chairperson)	Chair
2.	Research Supervisor of the Scholar (Member)	Member
3.	Two Senior Faculty Members of the Department (Members)	Member
4.	One Expert from outside the Department (Member)	Member

The tenure of DRC members (excluding the Head of Department who is ex-officio) shall be two years, renewable once.

## 4.3 Functions and Responsibilities

10. Verify and recommend Ph.D. admissions, ensuring eligibility as per UGC Regulations, 2022, and university norms.
11. Oversee Ph.D. course work design, conduct, and evaluation as per UGC guidelines.
12. Review and process recommendations of the RAC for further action, escalation, or referral to institutional bodies.
13. Monitor progress of all Ph.D. scholars enrolled in the Department and maintain updated records.
14. Coordinate the conduct of Pre-Submission Seminars (PSS) and Open Defense / Viva Voce proceedings.
15. Ensure timely submission of Annual Progress Reports by every scholar and Supervisor.
16. Address grievances of research scholars related to supervision, resources, or academic conduct.
17. Take cognizance of cases of research misconduct reported by the RAC and forward them to the Institutional Academic Integrity Panel (IAIP) / Ethics Committee as appropriate.
18. Submit departmental research compliance reports to the Dean of Research / Research & Development Cell on a semester basis.
19. Facilitate interdisciplinary research by liaising with DRCs of other departments where joint Ph.D. supervision is involved.

## 4.4 Meetings and Quorum

- The DRC shall meet at least once every three months (minimum four meetings per year).
- Quorum: A minimum of three members (including Chairperson) must be present.
- The Chairperson (HoD) may convene an emergency meeting with 48 hours' notice.
- Proceedings shall be documented and forwarded to the Research & Development Cell.

## 5. Research Advisory and Ethics Oversight

For overall institutional oversight of research quality and ethics, the University constitutes a Research Advisory and Ethics Committee (RAEC) under the Chairmanship of the Vice Chancellor as follows:

S.No.	Role	Designation
1.	Chairperson	Vice Chancellor (Ex-Officio)
2.	Member Secretary	Director / Dean of Research
3.	Member	Senior Faculty – Law / Ethics / Philosophy
4.	Independent Member	External Ethics / Subject Expert
5.	Member	VC Nominee

The RAEC shall meet at least twice per academic year to review the working of all RACs and DRCs, assess research output, and recommend policy amendments. It shall submit an Annual Research Compliance Report to the Vice Chancellor and the UGC.

## 6. Anti-Plagiarism Compliance

- All Ph.D. theses and research submissions must be processed through UGC-approved anti-plagiarism software (e.g., Ouriginal/Urkund, Drillbit) before submission to the RAC.
- Similarity threshold: Overall similarity shall not exceed 10% (excluding references, citations, and bibliography) as per UGC Regulations, 2018.
- The RAC is responsible for verifying similarity reports before granting research proposal approval and pre-submission clearance.
- Cases exceeding the permissible limit shall be referred to the Institutional Academic Integrity Panel (IAIP) for further action.

## 7. Key Timelines and Compliance Requirements

The following timelines are mandated in line with UGC norms:

Activity	Timeline / Frequency
RAC Meeting for Progress Review	Minimum once every 6 months
DRC Meeting	Minimum once every 3 months (4 per year)
Annual Progress Report submission by Scholar & Supervisor	Once per academic year
RAC investigation of misconduct complaint	Within 45 days of receipt
DRC forwarding report to IAIP / Dean Research	Within 45 days
RAEC Annual Compliance Report to VC & UGC	Once per academic year
Vacancy in RAC / DRC to be filled	Within 30 days of vacancy

## 8. Amendments and Review

This policy shall come into effect from the date of approval by the Academic Council. It shall be reviewed every three years or earlier if UGC guidelines are revised. Amendments proposed by the RAEC shall be placed before the Academic Council / Board of Governors for approval.

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## 9. Approval

Issued as approved by the Vice Chancellor, Mansarovar Global University.

Signature	Designation	Date
_____	Vice Chancellor	_____
_____	Registrar	_____
_____	Dean – Research	_____

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