



राजीव गाँधी विश्वविद्यालय
RAJIV GANDHI UNIVERSITY
रोनो हिल्स, दोईमुख
RONO HILLS, DOIMUKH

संख्या No.AC-108/2007(Vol-VII)

दिनांक Dated the 10th September, 2026

C I R C U L A R

Pursuant to the decision taken by the Academic Council at its 55th meeting held on 18th August' 2026 item No AC:55:03, the draft Regulations relating to Faculties Board of Studies (FBS), Departmental Research Committee (DRC) and Research Advisory Committee (RAC) are enclosed herewith for wider consultation and inviting suggestions/comments from the Deans of Faculties and Heads of Departments/Directors of Institutes.

The Academic Council after deliberation on the matter deferred consideration of the proposed draft Regulations and advised the same be circulated to all Deans of Faculties and Heads of Departments/Directors of Institutes for wider consultation and for inviting suggestions/comments.

Accordingly, all concerned are requested to furnish their suggestions/comments, if any on the draft Regulation to the University for consideration. The suggestions/comments received shall be duly examined and incorporated, wherever considered appropriate.

Thereafter, the revised draft Regulations shall be placed before the next meeting of the Academic Council for further deliberation and consideration. The Committee constituted for the purpose shall undertake the incorporation of the suggestions/comments, if any and finalize the proposal accordingly.

This is issued for information and necessary action.

Encls. Draft Regulations.

No.AC- AC-108/2007(Vol-VII)/1803

Copy to:-

1. P.S. to Vice-Chancellor for information.
2. P.S. to Registrar for information.
3. P.S. to Controller of Examinations for information.
4. All Deans of Faculties for information.
5. All Heads of Departments /Directors of Institute for information.
6. The Joint Director (Computer Centre) for information with a request to upload the circular in the University website.
7. Guard file
8. Office copy.

Sd/-

Registrar

Dated the 16th September, 2026

Asstt. Registrar (Acad. /Conf.)

REGULATION

THE CONSTITUTION, POWERS, AND FUNCTIONS OF THE RESEARCH ADVISORY COMMITTEE (RAC)

1. Short title and Commencement

- a) This Regulation may be called the **Rajiv Gandhi University Regulation on the Research Advisory Committee (RAC)**.
- b) It shall come into force from the date of its approval by the competent authority of the University and its notification in accordance with the Rajiv Gandhi University Act, 2006.

2. Extent and Application

- a) This Regulation shall apply to all Departments, Institutes, and Centers of Studies of Rajiv Gandhi University offering research programmes leading to the award of the degree of Doctor of Philosophy (Ph.D.) or any other research degree as may be notified by the University.
- b) The provisions of this Regulation shall be read harmoniously with the Rajiv Gandhi University Act, 2006, the Statutes, Ordinances, and Regulations of the University, and the prevailing UGC (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, as adopted and amended from time to time.

3. Definitions: In this Regulation, unless the context otherwise requires:

- a) "Act" means the Rajiv Gandhi University Act, 2006.
- b) "University" means Rajiv Gandhi University, Arunachal Pradesh.
- c) "Academic Council" means the Academic Council of the University, which is the principal academic body of the University.
- d) "Center/Institute" means independent center/institute run academic programs separately other than a department.
- e) "Department" means a Department of Studies or equivalent academic unit of the University authorised to offer a research programme.
- f) "Research Programme" means a programme of study and research leading to the award of the degree of Doctor of Philosophy (Ph.D.) or any other research degree as may be notified by the University.
- g) "Research Scholar" means a candidate who has been admitted and registered to a research programme of the University.
- h) "Supervisor" or "Research Supervisor" means a teacher of the University recognised to supervise research leading to the Ph.D. or other research degree under the relevant Regulations.

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- i) "Co-supervisor" means a teacher or expert recognised by the University to jointly supervise a research scholar, where permitted.
- j) "Departmental Research Committee" (DRC) means the committee constituted at the Department level under the relevant Ordinance to oversee research programmes.
- k) "Research Advisory Committee" (RAC) means the committee constituted for each research scholar in accordance with this Ordinance to guide, monitor, and evaluate the progress of that scholar's research.

4. Status and Purpose

a) Status and role of RAC

- i. There shall be a Research Advisory Committee (RAC) for each research scholar enrolled in a research programme of the University.
- ii. The RAC shall be an academic body attached to the Departmental Research Committee and shall function under the overall framework of the University's Research Ordinances and Regulations and the decisions of the Academic Council and other competent authorities.
- iii. The RAC shall be responsible for academic guidance, monitoring, and periodic evaluation of the research work of the concerned scholar from registration until submission of the thesis or completion of the research programme, as the case may be.

5. Constitution and composition

a) Constitution of RAC

- i. A separate RAC shall be constituted for each research scholar immediately after the allocation of Supervisor and within the time-frame prescribed by the University/UGC Regulations.
- ii. The RAC shall be constituted by the Head of the Department on the recommendation of the Supervisor, with the approval of the DRC and Dean of the Faculty, in accordance with this Regulation.

b) **Composition:** The RAC for each research scholar shall ordinarily consist of the following members:

- i. Research Supervisor of the scholar – **Convener**
- ii. Co-supervisor, if any – **Member**
- iii. Two faculty members from the Department who are eligible Research Supervisors of the university, preferably in the same area of research – **Member (Internal)**.
 - 1. Provided that an internal faculty member shall serve as a member of the RAC for at most two research scholars admitted in any one academic year.

- Provided that the number can be increased in case of shortage of faculty from the same area of research or in the department.
- iv. One faculty member (Associate Professor and above) from an allied/ cognate/ related discipline within the University who is an eligible Research Supervisor or a subject expert – **Member (Cognate)**.
1. Wherever feasible, one additional member (internal or external to the Department) may be included as a subject expert, as per University guidelines.
 - In case of the external member from outside of the university, the inclusion shall be approved by the appropriate authority, on the recommendation of Dean of the Faculty.
- v. **Conflict of interest:** Any member having a direct personal or academic conflict of interest in a matter under consideration shall disclose the same to the Chairperson and shall be required to abstain from deliberation or voting on that matter.
- vi. **Eligibility:** A member shall cease to be a member if he/she resigns / on lien / on EOL, leaves the University, or fails to attend three consecutive meetings without a valid leave of absence.
1. The Hods/ Directors with approval of the concerned Dean of the Faculty shall have the authority to make immediate appointments to fill such vacancies on an interim basis to ensure the continuity of the Committee's functions, upon the recommendation of the supervisor.
 2. Any change in the Supervisor or Co-supervisor or cognate member or internal member shall necessitate corresponding amendment and reconstitution of the Research Advisory Committee (RAC), subject to the approval of the Dean of the concerned Faculty.

c) **Term of RAC**

- i. The RAC shall ordinarily remain in force for the entire period of the research programme of the concerned scholar or until the submission of the thesis, whichever is earlier, subject to modifications permitted under this Regulation.
- ii. Any change in the composition of the RAC, including change of Supervisor/Co-supervisor or expert member, shall be initiated by the Supervisor with due justification and shall require the approval of the Head of the Department, the DRC, and the competent authority of the University as prescribed.
- iii. The research scholar and all concerned members shall be formally informed in writing of the constitution and any subsequent modifications of the RAC.

6. Powers and Functions

a) **General Functions for each Research Scholar:** For each research scholar, the RAC shall perform the following functions:

- i. **Review and approval of research proposal:** To review the proposed area and title of research, the preliminary proposal/synopsis submitted by the scholar, and to recommend finalisation or modification of the research topic and objectives.
- ii. **Guidance on Design and Methodology:** To guide the scholar in developing the study design, research methodology, theoretical framework, and selection of appropriate methods, tools, and techniques.
- iii. **Coursework and Academic Plan:** To advise and recommend the coursework to be undertaken by the scholar, including any additional or bridge courses, training, or skills deemed necessary in accordance with the University and UGC Regulations.
- iv. **Research Plan and Timelines:** To assist the scholar and Supervisor in preparing a realistic research plan, milestones, and tentative timelines for completion of various stages of the research work.

b) **Monitoring and Periodic Assessment**

- i. The research scholar shall appear before the RAC at intervals prescribed by the University, which shall be at least once in every six months, to make a presentation and submit a progress report on the research work for evaluation and guidance.
- ii. The RAC shall critically review the progress of the scholar's work, record its observations, and provide specific suggestions for improvement, including any revisions to the research plan, methodology, or scope.
- iii. The RAC shall record its recommendations on each six-monthly progress report as "satisfactory" or "unsatisfactory", along with reasons, and these records shall be maintained at the Department and transmitted to the DRC/Dean of Research or equivalent authority as per University rules.
- iv. In case of unsatisfactory progress, the RAC shall clearly indicate the deficiencies and prescribe remedial measures within a specified period.
- v. In case the progress of the Ph.D. scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the Ph.D. scholar fails to implement these corrective measures, the Research Advisory Committee may recommend, with specific reasons, the cancellation of the registration of the Ph.D. scholar from the Ph.D. programme.

c) Pre-submission and Thesis-related Functions

- i. Prior to submission of the thesis, the scholar shall make a pre-submission presentation before the members of RAC and DRC, open to faculty and research scholars, to present the objectives, methodology, major findings and contributions of the work.
- ii. Including the quality of the research work, the RAC and DRC shall satisfy themselves that the scholar has:
 1. Completed all prescribed coursework and academic requirements.
 2. Addressed suggestions given in earlier RAC meetings.
 3. Complied with ethical and plagiarism regulations and obtained necessary ethical clearances.
 4. Fulfilled any publication or other scholarly output requirements prescribed by the University/UGC.
- iii. The RAC shall recommend the DRC, with reasons recorded, whether the scholar may be permitted to submit the synopsis or thesis, as the case may be, subject to fulfilment of all University conditions and payment of prescribed fees.
- iv. The RAC may advise the DRC in preparing a panel of examiners and may offer academic inputs for selection of suitable external examiners where such recommendation is required under University rules.

d) Scholar Support and Academic Guidance

- i. The RAC shall act as an advisory body for the scholar on academic and research-related matters and may, in consultation with the Supervisor, suggest participation in seminars, conferences, workshops, training programmes, and collaborative activities relevant to the research.

7. Meetings and Procedure

a) Meetings of RAC

- i. The RAC shall meet as often as necessary for each research scholar and at least once in six months for mandatory progress review, in accordance with UGC and University regulations.
- ii. Meetings shall be convened by the Supervisor as Convener with prior intimation to all members, HoD/Director, and the research scholar.
- iii. The date, time, place, and agenda of each RAC meeting shall be notified in advance to the scholar and all members, and the scholar shall submit a written progress report and any supporting material within the prescribed time.

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b) Quorum and Decision-Making

- i. Presence of the Supervisor and at least two other members of the RAC shall constitute the quorum for a meeting.
- ii. Recommendations of the RAC shall be made, as far as possible, by consensus; where consensus is not possible, by majority of the members present and voting, with reasons recorded.
- iii. In case of difference of opinion involving substantial academic issues, the matter may be referred by any members to the DRC for appropriate advice and recommendation to the competent authority.

c) Minutes and Records

- i. The Supervisor shall record the minutes of each RAC meeting, capturing the presentation made, the deliberations, and the specific recommendations and decisions regarding the scholar's progress.
- ii. The minutes shall be signed by the members present and a copy shall be provided to the scholar for information and compliance.
- iii. The Department shall maintain complete records of all RAC proceedings, progress reports, and related correspondence as part of the scholar's academic file, and transmit summaries to the DRC/Dean/Academic Branch as required.

8. Relationship with other bodies

a) Interface with DRC, Faculty Board of Studies, and University authorities

- i. The RAC shall function under the overall academic oversight of the Departmental Research Committee and shall implement, at the level of individual scholars, the policies and decisions relating to research programmes taken by the DRC, Faculty Board of Studies, Academic Council, and other competent authorities.
- ii. Recommendations of the RAC on matters such as change of title, change of Supervisor/Co-supervisor, extension of time, or cancellation of registration shall be forwarded, through the Head of the Department and DRC, to the competent authority for final decision.

9. Miscellaneous

- a) **Power to Issue Guidelines:** Subject to the Act, Statutes, and Ordinances of the University, detailed guidelines, formats, and standard operating procedures for the functioning of RACs may be framed by the DRC/Faculty Board of Studies, and approved by the competent authority.

b) Interpretation and savings

- i. Any doubt or difficulty in the interpretation of this Ordinance shall be referred to the Vice-Chancellor, whose decision, subject to the Act, Statutes, and approval of the competent authority, shall be final.
- ii. Nothing contained in this Regulation shall be deemed to curtail or affect the powers of the Academic Council, Executive Council, Vice-Chancellor, Research Council, or any other authority of the University as provided under the RGU Act, 2006 and other applicable Statutes, Ordinances, and Regulations.

REGULATION

THE CONSTITUTION, POWERS, AND FUNCTIONS OF THE DEPARTMENTAL RESEARCH COMMITTEE (DRC)

- 1. Short title and Commencement:** This Regulation may be called the Rajiv Gandhi University Regulation on the Departmental Research Committee (DRC).
 - a) It shall come into force from the date of its approval by the competent authority of the University and publication in accordance with the Rajiv Gandhi University Act, 2006.

- 2. Extent and Application:** This Regulation shall apply to all Departments and Centers of Studies of Rajiv Gandhi University that offer, host, or participate in research programmes leading to the award of the Ph.D. degree or any other research degree as may be notified by the University.
 - a) The provisions of this Regulation shall be read harmoniously with the Act, Statutes, Ordinances, and Regulations of the University and the prevailing UGC (Minimum Standards and Procedure for Award of Ph.D. Degrees) Regulations, as adopted by the University.

- 3. Definitions:** In this Regulation, unless the context otherwise requires:
 - a) "Act" means the Rajiv Gandhi University Act, 2006.
 - b) "University" means Rajiv Gandhi University, Arunachal Pradesh.
 - c) "Academic Council" means the Academic Council of the University, which is the principal academic body of the University.
 - d) "Center/Institute" means independent center/institute run academic programs separately other than a department.
 - e) "Department" means a Department of Studies or an equivalent academic unit of the University authorised to offer a research programme.
 - f) "Head" or "HoD" means the Head of the Department, or the Head-in-charge where so designated.
 - g) "Research Programme" means a programme of study and research leading to the award of the degree of Doctor of Philosophy (Ph.D.) or any other research degree as may be notified by the University.
 - h) "Supervisor" or "Research Supervisor" means a teacher of the University recognised to supervise research leading to the Ph.D. or other research degree under the relevant Regulations.

- i) "Departmental Research Committee" or "DRC" means the committee constituted under this Ordinance in each Department to supervise and coordinate academic matters related to the research programmes in the Department.
- j) "Research Advisory Committee" or "RAC" means the committee constituted for each research scholar under the relevant Regulations, where so provided.

4. Status and Positioning

- a) In each Department of the University, academic matters related to the Ph.D. and other research programmes shall be supervised at the Departmental level by a Departmental Research Committee (DRC).
- b) The DRC shall function under the general academic guidance of the Faculty Board of Studies, the Board of Research/Research Council wherever constituted, and the Academic Council of the University.
- c) The DRC shall be the principal academic body at the Department level for planning, supervising, monitoring, and reviewing the research programmes and shall ensure uniform implementation of the University's research ordinances and regulations in the Department.

5. Constitution and Composition

- a) **Constitution of the DRC:** There shall be a Departmental Research Committee in every Department or Institute or Centre of Studies that offers a Ph.D. or other research programme.
 - i. The DRC shall be constituted by order of the Vice-Chancellor on the recommendation of the Dean of the Faculty concerned and the Head of the Department, in accordance with this Regulation.
 - ii. **Composition:** The composition of the DRC in each Department shall ordinarily be as follows:
 - 1. Head of the Department – Chairperson (ex officio).
 - 2. All Professors of the Department who are eligible to be Research Supervisors – Members (ex officio).
 - 3. Associate Professors in the Department, qualified to be Research Supervisors, up to a maximum of two, by rotation according to seniority – Members.
 - 4. Two Assistant Professors in the Department, qualified to be Research Supervisors with the Ph.D. degree, by rotation according to seniority – Members.
 - iii. One external subject expert from the discipline or allied area, drawn from a panel approved by the Vice Chancellor – Member.

- iv. Where there is no teacher in the Department eligible to be Head under the rules, the Head-in-charge, if eligible to be Research Supervisor, shall convene and preside over meetings of the DRC, failing which a senior eligible teacher shall be nominated by the Vice-Chancellor to act as Chairperson for the purposes of the DRC.
 - v. If the Department lacks a Professor, one external experts of high academic standing, not in the service of the University, and one Professor from the cognate department shall be nominated by the Vice-Chancellor on the recommendation of the HoD and Dean.
 - vi. The DRC shall invite any expert or Supervisor as a special invitee for specific agenda items. Such invitee shall have the right to deliberate only in specific agenda but not to vote.
 - vii. A member shall cease to be a member if he/she resigns/ on Lien / on EOL, leaves the University, or fails to attend three consecutive meetings without a valid leave of absence. The HoD/Director with approval of Dean of the Faculty shall have the authority to make immediate appointments to fill such vacancies on an interim basis to ensure the continuity of the DRC's functions.
- b) **Member-Convener:** One of the members of the DRC, ordinarily a Research Supervisor, shall be nominated by the Head of the Department as Member-Convener. The Member-Convener shall be responsible for issuing notices, preparing agenda, maintaining records, and communicating the recommendations and minutes of the DRC to the relevant authorities.
- c) **Eligibility and term of members:** All members of the DRC must be qualified to be Research Supervisors under the prevailing Regulations/ Ordinances, except the external expert whose eligibility shall be in accordance with the criteria for subject experts prescribed by the University.
- i. Nominated or rotational members shall ordinarily hold office for a term of three years and shall be eligible for re-nomination or continuation by rotation.
 - ii. Casual vacancies shall be filled for the remaining term in the same manner as the original nomination, with the approval of the concerned Dean. The members so appointed shall continue to serve as members until the completion of the tenure of the Committee.
- d) **Conflict of interest:** Any member having a direct personal or academic conflict of interest in a matter under consideration shall disclose the same to the Chairperson and shall be required to abstain from deliberation or voting on that matter.

6. Powers and Functions

- a) **General powers and functions:** The Departmental Research Committee shall have the following powers and functions in respect of research programmes in the Department:
- i. To ensure that all University Ordinances, Regulations, and decisions relating to research programmes are properly implemented in the Department and are not misinterpreted or misrepresented.
 - ii. To frame, within the overall University framework, Department-specific guidelines for implementation of research ordinances, admission procedures, scholar monitoring, and related academic processes, and to recommend the same to the Faculty Board of Studies/Academic Council wherever required.
 - iii. To recommend to the competent authority the number of seats and the areas of research in which admission to the research programmes may be offered in the Department for each academic year, taking into account available Supervisors, infrastructure, and other relevant factors.
 - iv. To assist the Department and the University in the process of admission to the Ph.D. and other research programmes, including scrutiny of applications, conduct of entrance tests and interviews (where applicable), and preparation of merit lists and allocation of Supervisors as per University rules.
 - v. To recommend the allocation and change of Supervisors/Co-supervisors for research scholars, keeping in view the research interests of the scholars, expertise and availability of Supervisors, and norms regarding maximum number of scholars per Supervisor.
- b) **Research proposal and RAC-related functions:** The DRC shall, in accordance with the Regulations, perform the following functions relating to research proposals and Research Advisory Committees:
- i. To examine and approve the broad area and tentative title of research proposed by candidates at the time of registration or within such time as may be prescribed, ensuring that the proposed research is in consonance with the Department's expertise and infrastructure.
 - ii. To recommend, for each research scholar, the constitution or modification of the Research Advisory Committee (RAC) in consultation with the Supervisor, in accordance with the relevant Regulations.
 - iii. To review the research proposal and finalize the topic of research, either directly or through the RAC, and to convey the approved title and synopsis to the competent authority.

- iv. To guide, through the RAC, the scholar in developing the study design, methodology, and research plan and in identifying the coursework and other training required.
 - v. To periodically review, either directly or through reports of the RAC and Supervisors, the progress of research of each scholar and to recommend continuation, additional requirements, corrective measures, or, in exceptional cases and as per Regulations, discontinuation.
- c) **Monitoring and Quality Assurance:** The DRC shall also discharge the following monitoring and quality assurance functions:
- i. To scrutinise and recommend the coursework structure for research scholars in the Department and ensure that it meets the standards prescribed by the University and UGC Regulations.
 - ii. To oversee the timely conduct and evaluation of coursework examinations, comprehensive/qualifying examinations (where applicable), and pre-submission seminars of research scholars.
 - iii. To ensure adherence to ethical standards in research, including plagiarism checks, ethical clearance from appropriate committees wherever required, and compliance with relevant legal and regulatory norms.
 - iv. To monitor submission of periodic progress reports by research scholars and Supervisors and to maintain Departmental records of such reports.
 - v. To recommend to the competent authority the permission to submit the synopsis and thesis/dissertation after satisfying that all academic requirements have been duly fulfilled in terms of coursework, publications (where mandated), seminars, and other conditions.
 - vi. To advise on the panel of examiners for thesis evaluation and viva voce, wherever such recommendation is prescribed under University rules.
- d) **Scholar support and grievance redressal (academic):** The DRC shall serve as the first-level academic forum to consider genuine academic difficulties and grievances of research scholars relating to supervision, progress evaluation, course work, or other academic matters, and may make appropriate recommendations to the Dean of the Faculty.
- e) **Research Ecosystem & Innovation**
- i. Ecosystem Development: Formulate the Departmental Research Vision Plan, identifying "Thrust Areas" for research to avoid redundancy and promote specialization.

- ii. **Collaboration & MoUs:** Identify potential industrial and academic partners. The DRC shall conduct the initial technical vetting of all Memoranda of Understanding (MoUs) before forwarding them to the FBS.
- iii. **Seed Grant Evaluation:** Review internal proposals for research grants and infrastructure development (e.g., procurement of high-end equipment).

f) Admissions and Supervisory Management

- i. **Seat Matrix:** Determine the annual intake of scholars based on the available vacancies and the UGC-mandated supervisor-student ratio.
- ii. **Selection Process:** Organize and conduct the Ph.D. Entrance Interviews/Viva-Voce and recommend the merit list.
- iii. **Supervisor Allotment:** Allot supervisors based on a transparent "Specialization-Match" system, ensuring no supervisor is overburdened.

g) Candidate Monitoring and Quality Control

- i. **Synopsis Scrutiny:** Conduct a rigorous defense for research proposals (Synopses) to ensure the methodology and objectives are robust.
- ii. **Six-Monthly Progress Reports (SMPR):** Review the progress of every scholar. In cases of consistently poor performance, the DRC has the power to recommend the termination of registration.
- iii. **Equivalence Matters:** Scrutinize the equivalence of degrees of applicants from other universities to ensure they meet the Department's eligibility criteria.

- h) **Suo Motu Powers:** The DRC, or the HoD as Chairperson, shall have the authority to take suo motu cognizance of any research-related grievance, ethical violation, or procedural lapse within the Department without waiting for a formal complaint.

7. Meetings and Procedure

- a) **Meetings:** The DRC shall ordinarily meet at least twice in an academic year and, in any case, as often as may be necessary to discharge its functions effectively.
 - i. Meetings shall be convened by the Member-Convener with the approval of the Chairperson.
 - ii. A special meeting shall be convened upon a written requisition by not less than one-third of the members or on the direction of the Vice-Chancellor/Dean of the Faculty.
 - iii. Notice of an ordinary meeting, together with agenda papers, shall ordinarily be issued at least seven working days in advance; however, urgent meetings may be convened at shorter notice with reasons recorded.

- b) **Quorum:** At least fifty per cent of the members of the DRC including the Chairperson or his/her nominee, shall constitute the quorum for a meeting.
 - i. If within thirty minutes of the scheduled time the quorum is not present, the meeting shall stand adjourned and may be reconvened as per directions of the Chairperson; business at the reconvened meeting may be transacted in accordance with the notice issued for that purpose.
- c) **Decision-making:** Decisions of the DRC shall, as far as possible, be arrived at by consensus.
 - i. Where consensus is not possible, decisions shall be taken by a majority of the members present and voting.
 - ii. In case of equality of votes, the Chairperson shall have a casting vote.
 - iii. Subject-specific matters may, where appropriate, be referred to sub-committees or to the RAC concerned, but the DRC shall retain the overall responsibility for final recommendations at the Department level.
- d) **Minutes and Records:**
 - i. Minutes of each meeting of the DRC shall be recorded by the Member-Convener and confirmed by the Chairperson.
 - ii. Confirmed minutes shall be circulated to all members and forwarded, wherever necessary, to the Dean of the Faculty, the Board of Research/Research Council, and the Academic Section/Examination Branch for further action.
 - iii. The Department shall maintain a permanent record of the proceedings and decisions of the DRC.
- e) No travelling allowance, daily allowance, honorarium, or any other financial claim shall be payable to any member for attending a meeting of the DRC.

8. Relationship with other bodies

- a) **Interface with Faculty Board of Studies:** The DRC shall function in alignment with the Faculty Board of Studies, and its recommendations on research matters shall ordinarily be routed through the Dean of the Faculty, wherever Faculty-level consideration is required.
- b) The DRC shall implement, at the Department level, the policies and decisions relating to research programmes as may be decided by the FBS, Academic Council, and other University authorities.
- c) The DRC shall provide periodic reports, as may be required, to the Dean of the Faculty and to the University authorities on the status and progress of research programmes in the Department.

- d) **Integration with The Faculty Board of Studies (FBS):** The DRC acts as the recommending body, while the FBS acts as the approving body.
- i. All DRC minutes regarding MoUs, Equivalence, and New Research Initiatives shall be forwarded to the Dean's Office within 7 days for placement before the FBS.
 - ii. In cases of disagreement between the DRC and the FBS, the matter shall be referred back to the DRC for reconsideration with specific observations from the Dean.

9. Miscellaneous

- a) **Power to issue guidelines:** Subject to the Act, Statutes, Ordinances, and Regulations of the University, the DRC shall recommend, for approval of the competent authority, detailed guidelines, standard operating procedures, formats, and timelines for the effective implementation of research rules, monitoring of scholars, and conduct of seminars and examinations in the Department, through the concerned Dean.
- b) **Interpretation and Savings:** Any doubt or difficulty in the interpretation of this Ordinance shall be referred to the Dean of the concerned faculty or the Vice-Chancellor, whose decision, subject to the Act, Statutes, and approval of the competent authority, shall be final.
- c) Nothing in this Ordinance shall be deemed to curtail or affect the powers of the Academic Council, Executive Council, Vice-Chancellor, Research Council/Board of Research Studies, or any other authority of the University as provided under the Rajiv Gandhi University Act, 2006, Statutes, Ordinances, and Regulations.

REGULATION

THE CONSTITUTION, POWERS, AND FUNCTIONS OF THE FACULTY BOARD OF STUDIES (FBS)

SECTION 1: PREAMBLE AND OBJECTIVES

1. **Statutory Reference:** Formulated under Section- 32 of the Rajiv Gandhi University Act.
2. It shall come into force from the date of its approval by the competent authority of the University and publication in accordance with the Rajiv Gandhi University Act, 2006.
3. This Ordinance shall apply to every Faculty of Rajiv Gandhi University and to all Departments, Centers of Studies, affiliated academic units, and such other teaching and research units as may be placed under the concerned Faculty.
4. The Faculty Board of Studies (FBS) is established as the principal academic planning and coordinating body of the Faculty/School of the University. Its primary objectives are:
 - a. **Academic Excellence:** To maintain and elevate the standards of instruction, education, and examination.
 - b. **Research Synergy:** To promote inter-departmental and inter-disciplinary research initiatives.
 - c. **Regulatory Compliance:** To ensure all academic programs align with the University Grants Commission (UGC) and other statutory regulatory bodies (AICTE, NCTE, etc.).

SECTION 2: DEFINITIONS

5. Definition:
 - a. "Academic Council" means the Academic Council of the University, which is the principal academic body of the University.
 - b. "Board" means the Faculty Board of Studies (FBS) of the concerned Faculty.
 - c. "Cognate Faculty" means a Faculty whose field of study is related to or overlaps with the Faculty in question.
 - d. "Dean" means the Dean of the concerned Faculty appointed under the Act.
 - e. "Center/Institute" means independent center/institute run academic programs separately other than a department.
 - f. "Department" means a Department/ Center/ Institute of Studies included in the Faculty and also includes a Department of Studies and a Centre of Studies under the Faculty.
 - g. "Quorum" means the minimum number of members required to validly conduct a meeting.

- h. "Board of Studies (BOS)/ Departmental Board of Studies (DBOS)" means the Board constituted and formed by the university ordinances.
- i. "University" means Rajiv Gandhi University.

SECTION 3: COMPOSITION & TENURE

6. There shall be a Faculty Board of Studies for each Faculty of the University.
7. **Constitution:** The FBS shall be constituted by the Vice-Chancellor, upon the advice of the concerned Dean, and shall consist of the following categories of members:

Membership Category	Designation / Description	Tenure
Chairperson	The Dean of the respective Faculty (Ex-Officio).	Term of Deanship
Departmental Heads	All Heads of Departments (HoDs) and Directors of Centers/ Institutes within the Faculty.	Term of Headship
Rotating Members	All Professors appointed or recognized by the University within the Faculty shall be members of the Board, subject to the following conditions: a) If the Faculty consists of more than six Departments, Centers, or Institutions, only one Professor from each department/center/institute shall serve on the Board by seniority on a rotational basis for a one-year term. b) If the Faculty consists of less than seven Departments/ centers/ institutes and the total strength of Professors within the Faculty exceeds fifteen, the membership shall be capped at two Professors per department/ center/ institute, selected by rotation based on seniority for a tenure of one year.	1 Year
	One Associate Professor from each department/ center/ institute by seniority on rotation.	
	One Assistant Professor from each department/ center/ institute by seniority on rotation.	
External Nominees	Two external experts, in maximum, of high academic standing, not employed by the University, to be nominated by the Vice-Chancellor upon the advice of the Dean, where no internal Professor is currently serving.	3 years

Inter-Faculty Liaison	One Professor, to be appointed by the Dean of the Faculty, from a related Faculty to ensure inter-disciplinary coordination, as and when required.	Co-terminus to the tenure of the Dean
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8. **Tenure:** As above.
9. **Eligibility:** A member shall cease to be a member if he/she resigns/ on Lien / on EOL, leaves the University, or fails to attend three consecutive meetings without a valid leave of absence. The Dean of the Faculty shall have the authority to make immediate appointments to fill such vacancies on an interim basis to ensure the continuity of the Board's functions.
10. **Member-Secretary:** The senior-most Head of Department in the Faculty, or any teacher nominated by the Dean, shall act as Member-Secretary of the Faculty Board of Studies and shall be responsible for issuing notices, preparing agenda papers, recording proceedings, and maintaining records.
11. The FBS may invite any expert, industry professional, alumnus, representative of a regulatory body, or other academic functionary to attend a meeting for a specific agenda item; such invitee shall have the right to participate in deliberations but not to vote.
12. **Conflict of interest:** Any member having a direct personal or academic conflict of interest in a matter under consideration shall disclose the same to the Chairperson and shall be required to abstain from deliberation or voting on that matter.

SECTION 4: POWERS AND FUNCTIONS

13. The Faculty Board of Studies shall be the highest academic body at the Faculty level and shall be responsible for academic deliberation, scrutiny, recommendation, coordination, and oversight in matters relating to teaching, learning, research, curriculum, evaluation, innovation, and academic quality within the Faculty, subject to the Act, Statutes, Ordinances, and decisions of the Academic Council and Executive Council.
14. The Faculty Board of Studies shall function as the principal recommending body of the Faculty for all academic matters requiring consideration by the Academic Council or any other competent authority.
15. **Academic and Curricular Governance**
 - a) **Curriculum Management:** To review the recommendations of the Board of Studies (BOS) of the Departments/centers/institutes regarding the introduction of new courses, modification of existing ones, and the credit distribution of the Choice Based Credit System (CBCS) for Certificate/ Diploma/ PG Diploma/UG/ PG/ PhD/ Vocational/ any other courses under NEP-2020.
 - i. To consider, design, review, revise and recommend syllabi, curriculum frameworks, course structures, programme outcomes, credit structures, and academic content for programmes offered under the Faculty.

- ii. To recommend introduction, continuation, restructuring, merger, suspension, or closure of courses, programmes, specialisations, value-added courses, certificate programmes, diploma programmes, and interdisciplinary academic offerings in the Faculty, subject to approval by the competent authority.
 - iii. To deliberate upon and recommend regulations, guidelines, and standards relating to teaching, learning, assessment, moderation, project work, dissertation, field work, internship, practical training, seminar, viva voce, and other academic requirements under the Faculty.
 - iv. To promote innovation in teaching-learning processes, interdisciplinary studies, research, extension, and academic collaboration in alignment with the objects and powers of the University.
 - v. To recommend measures for maintenance and improvement of academic standards, quality assurance, outcome-based learning, and periodic curriculum updating.
 - vi. To consider proposals for establishment of Centers of Studies, or other academic bodies within the scope permitted by the Act and Ordinances.
 - 1. All major academic proposals arising from Departments and Centers within a Faculty shall ordinarily be placed before the Faculty Board of Studies before submission to the Academic Council or other competent authority.
 - 2. No proposal relating to syllabus revision, introduction of a new course or programme, substantial modification of evaluation pattern, or academic restructuring within a Faculty shall be forwarded without consideration of the Faculty Board of Studies, except where the Vice-Chancellor permits urgent action subject to ratification at the next meeting.
- b) **Vocational Integration:** To recommend the introduction of diploma, certificate, and value-added courses that enhance employability.
- c) **Matters Related to Degree Equivalence:**
- i. **Credential Validation:** To act as the Faculty's primary authority in determining the equivalence of degrees, diplomas, and certificates obtained from other Universities or Institutions (national and international) for the purpose of admission to various programs within the Faculty.
 - ii. **Curricular Comparison:** To establish committees to compare course contents, credit systems, and learning outcomes of foreign/external programs against the University's own standards to ensure academic parity.
 - iii. **Credit Transfer:** To formulate and implement guidelines for the Academic Bank of Credits (ABC), facilitating the seamless transfer of credits for students moving between institutions under the NEP framework.
 - iv. **Discrepancy Resolution:** To adjudicate on matters where a candidate's degree nomenclature or subject specialization requires formal validation for eligibility in recruitment or research enrollment.

- v. **Administrative Process for Equivalence**
- **Application:** All matters of equivalence shall first be scrutinized by the concerned department.
 - **Board Review:** The FBS shall review the recommendation and either grant equivalence or state the reasons for its denial.
 - **Finality:** The decision of the FBS on equivalence shall be forwarded to the Academic Council for formal ratification.
- d) **Research and Ethics Oversight**
- i. **Ph.D. Registration and continuation:** To consider the recommendations of the Research Advisory Committee (RAC)/ Departmental Research Committees (DRC) for the registration and continuation of Ph.D. candidates and the approval of research topics.
 - ii. **Progress Review:** To review the six monthly/annual progress reports of research scholars and recommend extension or cancellation of registration.
 - iii. **Ethics & Plagiarism:** To ensure that all research output conforms to the SRAs / University's Academic Integrity and Anti-Plagiarism Policy.
- e) **Development of Research and Innovation Ecosystem**
- i. **Strategic Planning:** To formulate and implement a long-term roadmap for the Faculty's research and innovation goals, ensuring alignment with national and international standards.
 - ii. **Infrastructure & Incubation:** To identify and recommend the establishment of specialized laboratories, Centers of Excellence, and incubation units to support startups and patent-oriented research.
 - iii. **Seed Funding & Grants:** To oversee the internal allocation of research seed money and encourage faculty members to apply for extramural funding (e.g., UGC, DST, ICSSR).
 - iv. **Innovation Culture:** To organize Faculty-level research colloquia, seminars, and workshops aimed at enhancing the research output and "h-index" of the Departments.
- f) **Research Collaboration and Signing of MoUs**
- i. **Strategic Partnerships:** To identify and evaluate potential academic and industrial partners for collaborative research, faculty exchange, and student internships.
 - ii. **MoU Oversight:** To scrutinize the technical and academic merit of all **Memoranda of Understanding (MoUs)** and **Memoranda of Agreement (MoAs)** involving the Faculty or its constituent Departments before they are recommended to the Academic Council and Executive Council.
 - iii. **Inter-Institutional Projects:** To facilitate "Joint Research Projects" with national and international universities, ensuring that Intellectual Property Rights (IPR) and ethical guidelines are clearly defined in the agreements.

g) **Promotion of Inter-Departmental Synergy**

- i. **Multidisciplinary Projects:** To oversee research projects that bridge multiple departments within the Faculty, ensuring optimal resource sharing.
- ii. **Central Instrumentation Facilitation:** To oversee the management and equitable access to high-end research equipment across the various Departments, Centers, and Institutions.

h) **Examination and Quality Control**

- i. **Panel of Question setters/Moderators/Examiners:** To oversee the consolidated panel of internal and external Question setters/Moderators/Examiners, as proposed by the HoDs/Directors, for all Faculty programs.
 - ii. **Result Analysis:** To review the results of various examinations and suggest necessary remedial measures.
- i) Notwithstanding anything contained in this Regulation, the Faculty Board of Studies (or the Dean as Chairperson) shall have the authority to take *suo motu* cognizance of any academic or research or examination matter within the Faculty that requires urgent intervention, improvement, or rectification, even if such a matter has not been formally recommended by a Departmental Board of Studies (BOS)/ HoDs/Director/ any member of the faculty.

SECTION 5: CONDUCT OF MEETING (PROCEDURE)

16. **Call to Meeting:** The Chairperson shall convene the meeting. A written notice along with the Agenda Items shall be circulated at least 3 days in advance.

a. **The Agenda:**

- i. Items shall be submitted by HoDs to the Dean's office at least 7 days before the meeting.
- ii. Any "Table Item" (urgent matter not on the agenda) shall be introduced only with the permission of the Chair.

b. **Quorum and Adjournment:**

- i. The Quorum shall be half of the total membership.
- ii. In the absence of a quorum, the meeting shall be adjourned for half an hour. No quorum is required for an adjourned meeting.

c. **Minutes of the Meeting:**

- i. Minutes of every meeting shall be recorded by the Member-Secretary and approved by the Chairperson.
- ii. Minutes shall be confirmed by the Chairperson and circulated to all members within 10 days of the meeting.
- iii. Excerpts of the minutes regarding syllabus, policy changes and any other matters shall be forwarded to the Academic Council for approval.

- iv. Proceedings of the Faculty Board of Studies shall be maintained as part of the official academic records of the University.
- d. **Special Meeting:** A special meeting may be convened by the Dean at any time, or shall also be convened on a written requisition by not less than one-third of the members.
- e. **Decision-making**
 - i. Decisions shall ordinarily be taken by consensus. Where consensus is not possible, decisions shall be taken by majority of the members present and voting.
 - ii. In the event of a tie, the Chairperson shall have a casting vote.
 - iii. Subject-specific matters may, where necessary, be referred to sub-committees or expert groups, but final recommendation at Faculty level shall rest with the Faculty Board of Studies.

SECTION 6: SUB-COMMITTEES

17. The FBS shall appoint standing or ad-hoc sub-committees for specific tasks and assignments.

SECTION 7: RESIDUARY AND EMERGENCY POWERS

18. Recommendations of the Faculty Board of Studies requiring University-level approval shall be submitted through the Dean to the Academic Council, Executive Council, or such other authority as may be competent under the Act, Statutes, Ordinances, or Regulations.
19. Nothing contained in this Regulation shall be deemed to curtail the powers of the Academic Council, Executive Council, Vice-Chancellor, or any other authority of the University under the Rajiv Gandhi University Act, 2006, Statutes, Ordinances, or Regulations.
20. **Emergency Action:** In matters requiring immediate attention, the Dean, in consultation with the Vice-Chancellor, shall take action on behalf of the Board. Such actions shall be reported at the next FBS meeting for post-facto approval.
21. **Interpretation:** If any question arises regarding interpretation of this regulation, the matter shall be referred to the Vice-Chancellor, whose decision, subject to the Act, Statutes, and approval of the competent authority where necessary, shall be final.

The second meeting of the RGUSB committee approved and proposes to change the nomenclature of Rajiv Gandhi University Sports Board to Rajiv Gandhi University Sports Control Board, which aims to better represent the scope, functions and administrative control of the University's sports organization.

DECISION: The members noted and dropped the same. The members suggested that it should be routed through proper channel.

4. Physical Verification and Inspection report regarding granting of permanent affiliation to TRIHMS and proposal to Start of PG course .

DECISION: The members noted and approved for NOC to start PG courses subject to approval of IMC.

5. Naming of University Buildings/Establishment.

DECISION: The members noted and suggested that a committee to be constituted to look into it and to develop SoP and also to draw analogy from other universities.

6. To consider renewal of temporary affiliation of Govt. Model College, Geku for the session 2023-24, 2024-25 and 2025-26. The committee headed by Prof. R.C Parida visited the college on 20 November 2025 recommended for renewal of temporary affiliation of the college and suggested that observations made by the committee may be communicated to the Director, HTE, Govt of A.P.

DECISION: The members noted and approved the same.

7. Activate the Centre for Disaster Management.

Prof. Nishamani Kar, Ex-Incharge, PGDDM has submitted a proposal to reframe and review the syllabus for Disaster Management course and to activate the course which can be re-introduced from the next academic session 2026-27.

DECISION: The members noted and dropped the same. The members suggested that it should be routed through proper channel.

8. To consider framing of Guideline/Regulations of Faculty Board of Studies (FBS), its constitution of members, eligibility, role and functions, etc, and on conduct of Ph.Viva-voce.

DECISION: The members noted and suggested to constitute committee with following members:

(a) Prof. S.K Jena - Chairman

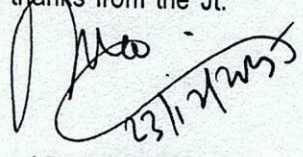
(b) Prof. Nani Bath-Member

(c) Prof. Sanjeev Kumar-Member

(d) Dr. Kaushalendra Pratap Singh – Convenor

The committee shall submit the report to be placed in the next Academic council

As there were no other agenda to discuss, the meeting ended with a vote of thanks from the Jt. Registrar (Acad./Conf.)


(Dr. N.T. Rikam)
Registrar