



Date: 13/07/2026

Schedule and Guidelines for Research Advisory Committee Meetings

The Office of Research Studies hereby informs that the **Research Advisory Committee (RAC) meetings shall be conducted in accordance with the schedule and guidelines** provided below.

The salient points presented below have been **compiled from the existing procedures** and are intended to serve as a consolidated reference **for providing greater clarity and ensuring the effective implementation** of the research process by research scholars and research supervisors.

All research scholars are required to **adhere to the prescribed timelines** to facilitate systematic monitoring of their research progress and the timely completion of the Ph.D. programme.

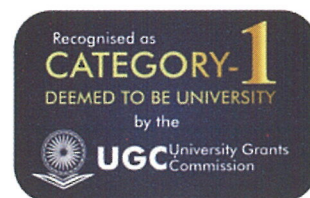
RAC Meeting Schedule

RAC Meeting	Mode	Timeline / Stage	Purpose
RAC 1	Online	Post-admission. Credits for course works: ✓ Regular Ph.D. scholars for both Full Time and Part Time (minimum - 12 credits and maximum - 16 credits) ✓ Direct Ph.D. scholars (minimum - 42 credits and maximum - 46 credits) Among the prescribed course credits, two courses are mandatory for all research scholars: 1) Research Methodology 2) Research & Publication ethics The remaining course credits shall be recommended by the RAC members based on the scholar's research area.	Course work finalization
RAC 2	Offline	After completion of course works. Minimum duration of completion of course works are as follows: ✓ 6 months for Full-Time scholars. ✓ 1 year for Part-Time scholars. ✓ 1 Year 6 Months for Direct Full-Time scholars.	Progress evaluation and ratification of course work results



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RAC Meeting	Mode	Timeline / Stage	Purpose
Pre-synopsis Meeting	Online	After completion of ✓ Research work, ✓ Minimum duration, ✓ Norms of Conference Publication, ✓ Norms of Article publications along with indexing in WoS/Scopus and Recommendation from RAC members.	Recommendation for synopsis submission
Synopsis Meeting	Offline	After approval of Pre-synopsis meeting.	Synopsis meeting
Pre-viva Meeting	Offline	After receipt of thesis examiners' comments.	Pre-viva meeting
RAC Periodic Review Meeting	Online	An optional periodic review meeting may be conducted, if required, to assess research progress and provide necessary guidance.	Review the progress of the scholar

Important Instructions (Mandatory Compliance):

1. Prior Approval

All RAC meeting requests must be submitted well in advance and should reach the Office of Research Studies **at least 15 days before** the scheduled meeting date.

2. Mandatory Attachments

The following documents must be enclosed along with the RAC meeting request:

- Communication mail sent to all RAC members
- **Acceptance mail** received from all RAC members

3. External Member Details

- Copy of the **External RAC Member's bank details** must be enclosed.

M. Vinod Kumar
13/07/2026

Dean (Research Studies)

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