

Dated: 07.11.2016

CIRCULAR

Sub:- DoR- Admission to PhD Programme - Constitution of RAC - Further directions issued-reg.

Ref :- (1) Rules & Regulations for Ph.D Programme, 2012
(2) Orders of The Vice Chancellor dated 18-10-2016

It is informed that, Clause 6 of the Research Regulations'2012 (reference cited as 1) stipulates, the constitution and functions of the Research Admission Committee (RAC) - simultaneously called as Doctoral Committee (DC) - of various Research Centres under the University of Calicut. The RAC is responsible for keeping up with the proceedings related to PhD admission including verification of the documents in respect of the research centre.

However, lately, it has been noticed that, some of the research centers are not strictly following the regulations related to the constitution of the Research Admission Committee and the minutes of the meeting are prepared in a vague manner without clearly specifying the resolutions passed in the meetings. Moreover, if the name and designation of the members of the RAC are not specified in the minutes, it will be difficult to verify whether the meetings of the committees are held with proper members and quorum.

Under the above circumstances, all Heads of Research Departments/ Recognized Research Centres of the University of Calicut are hereby directed to give special attention to the following points while the RAC/DC minutes are prepared and submitted:

- The name and designation/position of the members by virtue of which they became the members of the committee are to be specified in the minutes (Eg:- Vice Chancellor's nominee/subject expert from the University Department nominated by the Principal etc).
- Every member who participated in the meeting should put his/her signature in the minutes.
- Resolutions are to be specific (not casual) and serially numberd.
- If minutes are presented in handwritten form the wordings should be readable and legible.
- As and when a nominee retires from service, the research centre should request for a fresh nominee.

All the concerned are therefore directed to strictly adhere to the instructions given above to ease the related processes so as to avoid objections and to alleviate unwanted communications. For strict compliance.

Dr.M. Nasser
Director of Research

To

All Heads of Departments/Heads of Research Centres under the University of Calicut.

Copy to:

PA to VC/PA to PVC/ PA to Registrar/SF/FC