



INDIAN ASSOCIATION FOR THE CULTIVATION OF SCIENCE
Jadavpur, Kolkata – 700032, India

No.: 1.2/DA/19

Dated: December 31, 2019

OFFICE MEMORANDUM

Subject: Research Advisory Committee and Comprehensive Examination

The following guidelines are to be adhered to as per the regulations of the Ph.D. program of the IACS Deemed to be University while constituting the Research Advisory Committee (RAC), holding oral examination for the course (Project with Seminar/Research Methodology), the Comprehensive Examination and the Annual Review by the RAC.

(a) A Research Advisory Committee (RAC) for each Ph.D. student has to be constituted by the supervisor **within the first one year of joining (please find the format attached as Annexure-I for the relevant details)**. The Research Supervisor of the student shall be the Convener of this Committee. The overall constitution of the committee will be as follows:

- i. Thesis supervisor/co-supervisor
- ii. A faculty member from the school
- iii. A faculty member from IACS working in the allied research field
[A faculty member from outside the school is to be decided by the Dean (Ph.D.) from the list of three provided by the thesis supervisor].

The approved RAC will remain valid till the thesis submission and may advise/monitor the progress of the student throughout the Ph.D. program. The RAC may be changed only under exceptional circumstances with the approval of the Dean/Director.

(b) A Ph.D. student in the first two semesters of the course work will have to register for the course Project with Seminar/Research Methodology. The examination for the said course is expected to evaluate the basic understanding and the preparedness of a student to enter active research. The evaluation after the first semester will be carried out by the supervisor only, while the final one after the second semester should be carried out by the constituted RAC.

(c) Each Ph.D. student should generally take the Comprehensive Examination after successful completion of the course work and **within the fourth semester from the date of enrollment**. In any case, this cannot be done under normal circumstances beyond the two years as the upgradation of JRF to SRF is generally done within this stipulated period, subject to satisfactory progress made during the research work pertaining to the Ph.D. thesis.

The Comprehensive Examination is a mandatory requirement before a student can proceed for the Degree Registration when a student enters into the Ph.D. degree candidacy. Upon passing this examination, the student can be registered and will be considered candidate for the Ph.D. degree.

To conduct the Comprehensive Examination, a board consisting of:

- i) Chair of the School*
- ii) RAC (Members)
- iii) External Member (outside IACS)
- iv) Research supervisor/s

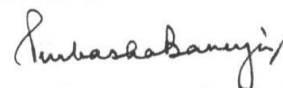
* where the Chair is the research supervisor, the Dean (Ph.D.) will identify another faculty member from the school to chair the comprehensive examination. This committee will be approved by the Dean/Director. **Please find the attached format (Annexure-II) for the relevant details.** In the absence of the Chair, Acting Chair or a Professor of the school nominated by the Dean (Ph.D.) may chair the comprehensive examination.

(d) The Comprehensive Examination will be based on i) the fundamental understanding of the candidate in the general area of research and ii) the research initiated by the student during his/her first 3 semesters, but will not be confined only on the research topic. The rigour of such an examination should be at par with reputed national institutions of the country (an expected duration of about two hours) including the presentation and oral examination.

(e) A Senior Research Fellowship or equivalent may only be paid after the successful completion of the comprehensive examination, coursework and other academic requirements from the date of enrollment. In case of a delay in the Comprehensive Examination on valid grounds such as medical emergency or other exigent reasons acceptable to the Dean (Ph.D.), this examination should be held within six months beyond two years in order to continue in the program. For the students supported by extramural funds supervisors should schedule the comprehensive examination following the requirement specified by the funding agency for the enhancement of the fellowship. A similar rule will be applicable to the students supported by the Institute funds.

(f) Regular reviews and annual monitoring of the concerned student's progress will be carried out by the RAC till the submission of the thesis.

This issues with the approval of the competent authority.



Purbasha Banerjee
Acting Registrar

Copy to: (1) Director, (2) Deans, (3) All the faculty members through a mail to faculty@iacs.res.in, (4) Deans' Offices, (5) Academic Office, (12) CSS Heads, (6) ERP Section, (7) Guard File, (8) All the Heads and Chairs with a request to bring this to the notice of their Students and Associates, and Offices.



INDIAN ASSOCIATION FOR THE CULTIVATION OF SCIENCE
Deemed to be University (under de novo category)
Formation of Research Advisory Committee

Name of the Graduate Student: Mr./Ms. _____

School: _____ Funding Agency: _____

Roll No.: _____ ID No.: _____ Date of Joining:

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Proposed Names of the Two RAC members:

- 1. Faculty Member from the parent school:
- 2. Three possible names from outside the school but working in allied field:
 - a)
 - b)
 - c)

Signature: _____
(Supervisor) (Co-supervisor, if any)

Name : (Prof. /Dr. _____) (Prof. /Dr. _____)

Designation : _____

Approved/Not Approved.

Dean Academic (PhD)



INDIAN ASSOCIATION FOR THE CULTIVATION OF SCIENCE
Deemed to be University (under de novo category)
Formation of Examiner's Committee for comprehensive examination

Name of the Graduate Student: Mr./Ms. _____

School: _____ Funding Source: Extramural* Intramural

Roll No.: _____ ID No.: _____ Date of Joining:

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|--|--|--|--|--|--|--|--|
| | | | | | | | |
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Theme of Doctoral work: _____

Review Period : From _____ To _____

Proposed committee for the comprehensive examination:

Proposed names of the external member (give a minimum of three names):

1. RAC member-1:

2. RAC member-2:

3. RAC member-3:

4. Chairman of the school:

5. Supervisor:

6. Co-supervisor, if any:

* Indicate the Agency supporting your Fellowship

Signature: _____ (Supervisor) _____ (Co-supervisor, if any)

Name : (Prof. /Dr. _____) (Prof. /Dr. _____)

Designation : _____

Approved/Not Approved

Dean Academic (PhD)