

According to Chapter – III of Part No. – 2 of Statues of Raffles University, Neemrana, Alwar

BOARD OF ADVANCED STUDIES AND RESEARCH

- 1. Board of Advanced Studies and Research.**- (1) There shall be a Board of Advanced Studies and Research, hereinafter referred to as the BASR, of the University which shall consist of the following members:-
- (a) The President;
 - (b) Pro-President;
 - (c) Deans of Faculties; and
 - (d) Teachers/experts from outside the University subject to a maximum of five, nominated by the Chairperson as members for a maximum period of two years at a time.
- (2) The BASR shall meet at least once in each Semester. It may lay down its own rules of procedure for its meetings, including rules for participation of special invitees without a right to vote.
 - (3) The President shall preside over the meetings of the BASR. In the absence of the President, the Pro-President, shall preside.
 - (4) The BASR shall regulate and oversee the formulation and conduct of all Post Graduate, Doctoral and Post Doctoral instruction and all research programmes of the University, in accordance with the directions of the Academic Council.
 - (5) The BASR_ shall consider and may approve (recommendations of the Boards of Studies of Schools on all academic matters within the scope of sub-clause (4) hereof.
 - (6) The BASR shall formulate procedure for consideration and approval of proposals for registration for M. Phil/Ph. D. and other doctoral degrees, and for all other matters concerning the supervision and evaluation of research work under such post-graduate and doctoral programmes, and recommend them to the Academic Council.
 - (7) The BASR may authorize the President to act on recommendations made by examiners on M. Phil, dissertations and Ph. D. thesis, in accordance with the procedurg laid down in this behalf by relevant Ordinances or Regulations.

- (8) The BASR may recommend to the Academic Council criteria for formulation and execution of research proposals by teachers and/or scholars attached to the University.
- (9) The BASR shall submit its periodic reports to the Academic Council.
- (10) The BASR may make recommendations to the Academic Council on all matters within its scope of its functions.

According to section 09 of Ph.D Ordinance of Raffles University, Neemrana, Alwar

COMPOSITION OF SCHOOL RESEARCH COMMITTEE (SRC):

In each subject there shall be a School Research Committee (SRC) as per the provision of Section -10(4) (i) of the University statutes. In each school of the University, academic matters related to the Ph.D. programme shall be supervised by a School Research Committee consisting of the following:

- i. Dean/ Principal of the Faculty: Chairman (Ex-Officio)
 - ii. One Associate Professor/ Assistant Professor by rotation according to seniority: (Ex-officio)
 - iii. One faculty member to be nominated by the President;
 - iv. Two External experts to be nominated by the President
 - v. Director Research as member secretary.
- a. The term of the members of the School Research Committee, except the exofficio members, shall be for three years.
 - b. At least, 50% of the members shall be required to be present in the meeting to form the quorum, with the presence of the Chairman or his/her representative as mandatory.
 - c. Where no teacher in the school is eligible to be the Head, the Teacher-incharge, if eligible to be Research (Ph.D.) Supervisor, shall convene the meetings of the SRC, failing which the members of the SRC may elect one of the members present at the meeting as the Chairperson of the Committee for the said meeting.
 - d. School Research Committee shall have the following responsibilities:
 - i. To review the research proposal and finalize the topic of research;
 - ii. To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do.
 - iii. To periodically review and assist in the progress of the research work of the research scholar.
 - iv. A research scholar shall appear before the School Research Committee once in six months to make a presentation of the progress of his/her work for evaluation and further guidance.
 - v. In case the progress of the research scholar is unsatisfactory, the School Research Committee shall record the reasons for the same and suggest corrective measures.

According to UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018) and Plagiarism Policy & Regulation of Raffles University, Neemrana, 2018

UNIVERSITY ACADEMIC INTEGRITY COMMITTEE (UAIC)

There shall be a University Academic Integrity Committee for every School whose composition is as below:

- (i) Chairman – President / Vice-Chancellor
- (ii) Member - Senior Most Professor of the concerned School to be nominated by the President.
- (iii) Member - One member nominated by the President from outside the University.
- (iv) Member - A person well versed with anti-plagiarism tools, to be nominated by the President.

The tenure of the committee members including Chairman shall be three years. The quorum for the meetings shall be 3 out of 4 members (including Chairman).

Role and Responsibilities of University Academic Integrity Committee

- i. “The UAIC shall consider the recommendations of the School Academic Integrity Committee.
- ii. The UAIC shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.
- iii. The UAIC shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher, and staff of the university.
- iv. The UAIC shall have the power to review the recommendations of SAIC including penalties with due justification.
- v. The UAIC shall send the report after investigation and the recommendation on penalties to be imposed to the President within a period of 45 days from the date of receipt of the recommendation of SAIC/ complaint/initiation of the proceedings.
- vi. The UAIC shall provide a copy of the report to the person(s) against whom inquiry report is submitted”.

SCHOOL ACADEMIC INTEGRITY COMMITTEE (SAIC)

There shall be a School Academic Integrity Committee (SAIC) whose composition shall be as given below:

- a. Chairman – Dean/ Principal/ HOD
- b. Member - Senior academician from outside the school, to be nominated by the President.
- c. Member - A person well versed with anti-plagiarism tools, to be nominated by the Head of the School.

The tenure of the members shall be for two years. The quorum for the meetings shall be 2 out of 3 members (including Chairman).

Role and Responsibilities of School Academic Integrity Committee (SAIC)

- a. “The SAIC shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher, and staff.
- b. The SAIC shall have the power to assess the level of plagiarism and recommend penalty (ies) accordingly.
- c. The SAIC after investigation shall submit its report with the recommendation on penalties to be imposed to the UAIC within a period of 45 days from the date of receipt of complaint/initiation of the proceedings”.