



**BASAVESHWAR ENGINEERING COLLEGE (AUTONOMOUS)  
BAGALKOT – 587 102**

**REGULATIONS FOR RESEARCH PROMOTION**

**1. Objectives**

- To promote research and inculcate research culture.
- To increase the number of publications in peer reviewed journals and enhance the quality of research.
- To enhance financial support from various funding agencies
- To promote interdisciplinary research activities

**2. Guidelines for Research Centres**

- Notifications/advertisements of various funding proposals should be tracked/pursued by the HOD.
- The faculty members and research scholars should be motivated to apply for the research funding.
- HOD must ensure that at least one proposal is submitted by the department for each notification.
- Identify thrust areas and form inter/intra departmental groups to work in these areas.
- A database of the papers published in the journals and presented in the conferences by the faculty/research scholars should be maintained in the department.
- A database of the project proposals applied and sanctioned should be maintained in the department.
- The faculty should submit the details of the conference presentations and journal publications to the department (HoD) within a week.
- Attendance register/biometric data of the full-time and part-time research scholars must be maintained by the research centre.
- A copy of attendance and other research related data of each month should be submitted to Dean (R&D) in the first week of the following month.
- All the documents and communications by the research scholars with the college and affiliated university should be maintained in the department/research centre.

**3. Guidelines for Research Scholars**

- The deadlines as laid by the affiliating university for coursework, comprehensive viva voce, synopsis and thesis submission are to be strictly adhered.
- Half-yearly progress review meetings by the doctoral review committee should be conducted once in every six months compulsorily, preferably within the dates prescribed by the University
- No request for extension of any of these deadlines will be entertained/forwarded except for genuine reasons and is completely at the discretion of the Principal, BEC.
- The research scholar is expected to assist the guide to submit minimum of one research proposal for funding during his Ph.D. tenure, preferably after completion of the comprehensive exam.
- Full-time scholars should apply for leave and seek prior permission of Guide and HOD, subjected to condition that, maximum of 15 days of leave per year.

  
Dean (R&D)

  
Principal




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- All the documents seeking the approval/signature of the Principal should have a covering letter addressed to the Principal, duly forwarded by Guide, HOD, and Dean R&D. Further, a copy of all such communications is to be submitted to Research centre and Dean R&D.
- All the communications to the VTU/outside the college should have a covering letter addressed to the concerned authority by the Principal, or duly forwarded by the Principal.
- **Part-time Research Scholars**
  - ✓ Have to be present at least for 15 days in the research centre during each semester, preferably before the doctoral committee review presentation.
  - ✓ Have to sign in the attendance register and give biometric during their visit to the research centre.
  - ✓ If employed will have to produce NOC and willingness from the employer to provide minimum one month leave per year during the tenure. (VTU PhD regulations 2017)
- **Full-time Research Scholars**
  - ✓ Have to sign in the attendance register and give biometric on all working days.
  - ✓ If employed will have to produce a No Objection Certificate (NOC) and 3 years study leave from the employer, and such scholars cannot take up any other full-time job during the tenure.
  - ✓ If unemployed cannot take up any other full-time job during the tenure. However, can apply for scholarships, fellowships, stipends, and assistantships with intimation to the Institute and University.
  - ✓ Full time and Part time Research scholars should submit the thesis within 6 years from the date of registration of the Ph.D.
  - ✓ It is compulsory that, the research scholar shall publish at least two journal papers (listed in Scopus/Web of Science) to seek approval for thesis submission from the Institution.
  - ✓ Affiliation of the research scholars should be mentioned as BEC in their publications.
  - ✓ The faculty who had registered for Ph.D. outside BEC also should mention BEC as their affiliation in all the publications.
  - ✓ The faculty, who have registered for Ph.D. outside BEC, should present their work progress in the department once in six months.
  - ✓ The research scholars should enclose all the relevant documents related to their registration, course work, comprehensive, etc. milestones at the time of seeking permission from the Principal for the final submission of the Thesis.

#### 4. Guidelines for the Doctoral Review Committee (DRC) members

- For the formation of the DRC, a list of at least 4 external experts (at least one from IIT/NIT) should be submitted to the Principal.
- The Principal will approve/suggest the experts from the list or can prefer any other suitable expert.
- The guides must ensure that, all the DRC members are present during the presentation of the progress review/Comprehensive viva-voce/open seminars/pre-submission Colloquium by the research scholar.

  
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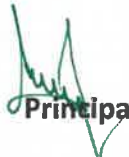
- In case of varied reasons, if the HOD cannot attend the Ph.D. presentation, a senior faculty has to be nominated to attend the same.
- If the HOD is the thesis supervisor, the next senior faculty working in the subject domain from the research centre should be nominated as Head of Research Centre (RC) and to sign on behalf of HOD.
- If the Principal is the thesis supervisor, Dean (R&D) or a senior faculty from the research centre should be nominated as the Chairman of DRC and sign on behalf of Chairman of DRC
- In case of submission of proceedings of online presentations, a consent letter/Email from the external examiner is to be attached, along with signature of all the in-house committee members.
- A list of participants with their designation and signature is to be enclosed along with proceedings of DRC/ open seminar/colloquium presentations.
- **The HOD/Guide should ensure that,**
  - ✓ Atleast 25% of the faculty members of the department are present for the PhD/MSc. (Engg.) presentations.
  - ✓ Faculty members of the associate departments, especially those working in the relevant research areas are informed to attend the PhD/MSc. (Engg.) presentations.
  - ✓ Atleast 50% of all the PG and PhD students of the research centre to be present for the PhD/MSc. (Engg.) presentations.

### 5. Guidelines for conduction of Doctoral Review Committee (DRC) Meetings

The research scholar should apply for the review of doctoral committee along with six months progress report, at least 3 days before the scheduled date, which should comprise

- ✓ Objectives of the Research and Brief Review of work done till date
- ✓ Work Progress since the previous DRC meeting
- ✓ Methodology, results and discussion
- ✓ Future work plan with time schedule
- ✓ List of papers communicated/accepted/published in journals
- ✓ List of papers presented/accepted for presentation in conferences
- ✓ Copy to be attached, if papers are accepted/published
- ✓ Copy of attendance of the research scholar should be attached at the time of submission of the DRC meeting proceedings and during submission of the thesis
- **The DRC report/proceedings should comprise**
  - ✓ Brief report of the research work performed by the scholar in last 6 months
  - ✓ The suggestions/comments by the committee
  - ✓ Recommendation to proceed/repeat
  - ✓ Signature of all the Doctoral Committee members
  - ✓ A Consent letter/Email from the external examiner (for online presentations)
  - ✓ A list of participants with their designation and signature

  
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**6. Guidelines for conduction of Comprehensive viva-voce**

- The research Scholar should inform the Head of the institution for readiness to comprehensive viva-voce exam and seek the approval for the same.
- The guide can identify and invite one/two experts apart from the doctoral committee to assist the evaluation process during the comprehensive viva voce.
- The Comprehensive viva voce report should be as per the format prescribed by the University, precisely indicating the following:
  - ✓ The work completed till date
  - ✓ Suggestions by the committee members
  - ✓ Recommendations by the experts
- In case of online presentations, a consent letter or email from the examiners who have attended the viva-voce is mandatory.

**7. Guidelines for conduction of Open Seminars and Colloquium**

- The scholar needs to apply for Open seminar/Colloquium stating his readiness for the same along with a report duly signed by the Guide
- The complete research work should be presented in pre-submission colloquium and an approval from the Committee is to be sought for submission of Ph.D. thesis

**8. Summary**

- The research guidelines are formulated
  - To bring in discipline and accountability at research centres.
  - To promote research culture and interdisciplinary research.
- To maintain ethics and integrity in research.
- The faculty and research scholars should apply for research funding.
- A minimum of two publications in peer reviewed journal is compulsory (Scopus/Web of Science /Publon listed) for Ph.D. submission.
- Database of attendance and research related activities has to be maintained and submitted to the Dean R&D every month.

  
**Dean (R&D)**

  
**Principal**