



**Avinashilingam Institute for Home Science and Higher Education for Women**

(Deemed to be University under Category 'A' by MHRD, Estd. u/s 3 of UGC Act 1956)

Re-accredited with 'A' Grade by NAAC. Recognised by UGC Under Section 12 B

Coimbatore - 641 043, Tamil Nadu, India

**List of Committees Related to Research**

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## 1. Research Advisory Committee (RAC)

The Institute has a Research Advisory Committee mainly to frame guidelines pertaining to the conduct of M.Phil., Ph.D and Post-Doctoral research programmes offered by it based on the guidelines prescribed by the UGC.

**The composition of RAC is as follows:**

Vice Chancellor	Chairperson
One Professor or One Associate Professor from each school with good	Member
Two external experts nominated by the Vice Chancellor	Member
Research Director	Member
Registrar	Non-Member Secretary

- ❖ The term of membership of all the members, other than the Registrar, is restricted to two years
- ❖ All the members of RAC are nominated by the Vice Chancellor
- ❖ The RAC meets at least twice in an academic year, before the scheduled dates of Academic Council meeting
- ❖ One-third of the members of the Committee form the quorum

### **Functions of RAC:**

- ❖ To prepare a perspective of research and major thrust areas for research, if any, in the disciplines under its purview;
- ❖ To review the current status of research in each department and critically examine the progress thereof from time to time;
- ❖ To suggest the priority areas of research in the departments/ schools particularly with reference to the role and responsibility of the Institute taking into account the facilities available in the Institute, the major thrust areas accepted for the concerned department/school and expertise of the faculty members;
- ❖ To frame regulations for the conduct of research in the Institute;
- ❖ To prescribe suitable guidelines for declaring the permanent and self finance teachers to be the research guides of Doctoral/Post Doctoral programmes from time to time;
- ❖ To prescribe guidelines for fixing the areas of specializations for each department/school/centre;
- ❖ To lay down guidelines for the conduct of inter-disciplinary research programmes in the departments/ schools;
- ❖ To evolve norms for consultancy and sharing of revenue between the Principal Investigator and the Institute for approval of the Board of Management;
- ❖ To evaluate institutional research projects for funding by national/international agencies;
- ❖ To perform such other functions related to the above list assigned to it by the Authorities / Academic Council.

## 2. Publication Committee

The composition of the Publication Committee is as follows:

i.	A Dean nominated by the Vice Chancellor from among the Deans of various schools	Chairperson
ii.	One Professor nominated by the Vice Chancellor	Member-Publication Officer
iii.	One Associate Professor nominated by the Vice Chancellor	Member
iv.	One external expert in the field of publication nominated by the Vice Chancellor from outside	Member
v.	Registrar	Non member Secretary

The members of the Publication Committee shall hold office, except the Registrar and Publication Officer, for a term of two years.

The Registrar shall issue to each member a Notice convening the meeting and copy of the Agenda at least seven days before each meeting of the committee in consultation with the Chairperson and with the approval of the Vice Chancellor.

The Committee shall meet at least once a year and as often as directed by the Vice Chancellor.

One-third of the total number of members shall form the quorum for a meeting of the Committee.

**Powers and Functions of the Committee shall be:**

- i. Recommend to the Board of Management the allocation of publication grants of the Institute.
- ii. Undertake printing and publication of:
  - (a) The research work which is done under the auspices of the Faculties.
  - (b) Any other work, literary or scientific, considered suitable for publication by the Committee.
- iii. Arrange for the peer review of the material to be published by the external subject experts out of the panel of five experts suggested by the author of the material
- iv. Fix the prices of the published materials.
- v. Maintain copyright register.
- vi. Decide the number of copies to be printed by the Institute.
- vii. Undertake sale of publications on behalf of the Institute

### 3.Travel Grant Committee

The Travel Grant Committee is constituted by the Vice Chancellor to scrutinize the applications of the faculty members in getting financial assistance for either International or National travel under UGC unassigned Travel Grant Scheme for attending International or National Academic Conferences/Seminars/Symposia/ Workshops etc

The composition of the Travel Grant Committee is as follows:

i.	A Dean nominated by the Vice Chancellor from among the Deans of various schools	Chairperson
ii	One Dean from each School	Members
iii	One Professor nominated by the Vice Chancellor	Member-
iv.	One Associate Professor nominated by the Vice Chancellor	Member
v.	One external expert nominated by the Vice Chancellor from outside	Member
vi.	Registrar	Non member Secretary

#### Objectives

- a. To provide support to teachers/technical officers/administrative staff/all administrative officers of the Institute from administration, finance and examination sections for participating in international conference/seminars/symposia/workshop held abroad.
- b. International travel fare and maintenance to teachers selected under international collaboration exchange programmes of CSIR, INSA and other agencies.
- c. International travel grant to teachers and officers for attending training programmes.

- d. Support to teachers/ scientific/ technical officers and administrative staff for workshops held in India.
- e. Academic exchange programme between Institutes within India.

### **Eligibility for Travel Grant**

- a. Those invited to attend international academic conferences /seminars/symposia/workshops.

The level of the programme and the Institution organizing the event should also be truly international/national /professional and capable of enhancing skills or adding to the professional accomplishment of the beneficiary.

- b. Financial assistance may be provided in the following order of preference:
  - i. Teachers delivering key- note addresses and plenary lectures
  - ii. Those contributing a paper
  - iii. Those invited to chair session
  - iv. Those invited under International Collaboration Exchange programmes
  - v. Those invited to give symposia/ talks /invited lectures

### **Procedure of applying for Travel Grant**

An application for grant may be sent by teachers/officers concerned to the appropriate Institution authority through the Head of the Department at least 60 days before the date of the programme along with the following documents:

- a) Three copies of the full text of documents / papers prepared by the teachers / officers for presentation at the international conferences/ seminars/symposia/workshops. The details of a training programme, even of short duration, should be supplied.
- b) Brief details of the organizers, title of the programme, place and duration of the conference etc. in which the paper is proposed to be presented or participation is desired.
- c) A copy of the letter of invitation from the organizers of the conference/seminar/symposium accepting the paper for presentation, immediately after it is received or a copy of the letter from the organizers inviting the teachers/



officers to chair a session / section and mentioning details of the financial support offered , etc should be enclosed.

- d) In case of seminars/symposia/workshops / training programmes of short duration, the invitation or other relevant documents should be attached.

#### **4. Animals Ethics Committee (AEC)**

**Animals Ethics Committee includes eight members as follows:**

- A biological scientist
- Two scientists from different biological disciplines
- A veterinarian involved in the care of animal
- Scientist in charge of animals facility of the establishment concerned
- A scientist from outside the institute
- A non scientific socially aware member and
- A nominee of The Committee for the Purpose of Control and Supervision of Experiments on Animals (CPCSEA) Specialist is co-opted while reviewing special projects using hazardous agents such as radio-active substance and deadly micro organisms.

## **5.Human Ethics Committee (HEC)**

Given below is the composition of the Human Ethics Committee.

### **Voting members**

- ❖ Chairperson – Not affiliated with the Institution
- ❖ One clinician from the Institution
- ❖ One clinician not affiliated with the Institution
- ❖ At least one person from basic sciences
- ❖ One representative from each faculty involved in human studies
- ❖ One lay person representing the Community
- ❖ One legal expert
- ❖ One person from a non-scientific background
- ❖ Member-Secretary

### **Non-voting members**

- a. Technical Advisor to HEC on Adverse Events Monitoring. The Technical Advisor shall remain a non-voting member in the HEC, unless she/he is a member of the HEC.
- b. Members of the Scientific Review Committee of HEC. Members of the Scientific Review Committee of HEC who reviewed the application for review from Principal Investigators shall be permitted to be present in the HEC Full Panel Review meetings when the relevant study/studies is/are being presented. Their presence in the HEC shall be as non-voting members, unless they are members of the HEC.

## 6. Doctoral Committee

1. To discuss, advise and recommend on all matters connected with the candidates research from provisional registration till the submission of the thesis.

2. To suggest courses to be undertaken by the candidate during the first year of her provisional registration, in the light of her attainment and with a view to fulfilling the requirement of the research. Such courses of instruction may be given as short-term courses lasting from three to four months in such subjects as may be chosen by the Doctoral Committee and through seminars, discussions, occasional lectures, laboratory techniques, filed work, etc.

3. To conduct the Part I course work and examination for the candidate by written and oral examinations, on the completion of such courses, at the end of the first year of provisional registration and to report to the Institution on the fitness or otherwise of the candidate to proceed with her research work for the PhD and recommending the confirmation of the provisional registration.

In case where a candidate is not approved at the end of the first year by the Doctoral Committee /Institution , it may recommend that the candidate should undertake additional course work/examination after a further period of not exceeding six months at the end of which she shall be examined again; and if found fit, her provisional registration will be confirmed and she will be permitted to proceed with her research work. A candidate who is not found fit even after the additional course and re-examination, shall not be permitted to continue research and her provisional registration shall be cancelled.

4. To monitor the candidates work periodically by directing her (a) to give periodical seminars on her work (b) to submit report once in six months positively both in the case of full time and part-time candidates to the Institution on the candidates progress in research work in the prescribed format (c) to conduct and supervise and presentation by the candidates of the final submission of synopsis of the thesis to the Institution and to give a certificate to this effect to be submitted along with the synopsis.

5. To suggest a panel of names (six at present from international and six form national (East(1),West(1),North (1) and Southern States (3) of India) to be considered for the thesis and for the public viva- voce examination, taking special care to see that none of the names so suggested is an immediate relative of the candidate/supervisor.

6. Provided that persons suggested for appointment as examiners should hold PhD degree with teaching and research experience for at least 10 years at the post- graduate level, publications in research journals, national and international to their credit.

- ✦ There shall be three Doctoral Committee Meetings for every scholar during their study period to monitor the progress of research work.
- ✦ For every scholar, the supervisor shall furnish a panel of four experts with doctoral qualification in the field of proposed research form the faculty members of other Institution /College affiliated to the Institution/experts form R&D Department/ National Laboratories / any other research laboratories, from whom one will be recommended by the Vice Chancellor as Doctoral Committee members subject wise.
- ✦ Doctoral Committee subject expert may be from an Institution, within the state as far as possible and outside the state in special cases.
- ✦ Doctoral Committee subject expert should be of Professor cadre (Associate Professor/Head from college in special cases) with a minimum of 10 years experience and having experience in guiding Doctoral candidates.
- ✦ The supervisor of the scholar shall be the Convener of the Doctoral Committee.
  - ✦ The doctoral committee should be convened within 6 months form the date of provisional registration to access the programs; otherwise the registration will be treated as cancelled. The schedule of the three Doctoral Committee Meetings are given in the Registration Communication issued to the scholars after admission.

## **7. Fact Finding Committee**

Whenever there are ethical issues or malpractices arising during research work and are reported to the higher authorities, the Vice Chancellor constitutes a Fact Finding Committee with the following members :

1. Director (Research and Consultancy)
2. Dean of the concerned School
3. Head of the concerned Department
4. Representative of reservation community (if required)
5. The concerned Supervisor

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