

NAME AND ADDRESS OF THE RESEARCH CENTRE

Name of the Department

Minutes of the Departmental Research Advisory Committee Meeting held on **Date** at **Time a.m./p.m.** in the **Name of the Department, Name and Address of the Research Centre.**

Members Present:

1. : Head of the Department
2. : Research Supervisor
3. : All recognized supervisors as Members
- ...

Resolution:

The Departmental Research Advisory Committee reviewed and approved the attendance of **Name of the Candidate (Reg. No. _____)**, a **Full-Time / Part-time** Ph.D. Scholar in **Name of the Department** under the supervision of **Research Supervisor Name, Designation & Address** during his/her period of research from **Date of Joining** to **Date of Pre-thesis submission presentation** as per the enclosure.

Signature of the Members

- 1.
- 2.
- 3.
- 4.
- ..

RESEARCH SCHOLAR ATTENDANCE REPORT

Name :

Register Number :

Discipline :

Mode : **Full-time / Part-time**

Date of Provisional Registration :

Date of Joining :

Research Title :

Name of the Research Supervisor with Affiliation :

Co-Guide details with Affiliation :

Name of the Research Centre :

Whether Foreign/ NRI scholar \$:

Year of Study	Period * (From Month-Year to Month-Year)	No. of Working Days	No. of Days Present #	Remarks
1				
2				
3				
4				
5				

* Attendance Registers for both Full-time and Part-time Scholars must be verified by the Departmental Research Advisory Committee (DRAC) and retained at the research center. These particulars shall be verified by the office of the Dean Research on requirement basis.

Part-time scholars must attend a minimum of Three months in one phase or in not more than three phases

\$ Copy of the passport should be submitted to the Office of the Dean Research for entry and exit proof (NRI / Foreign scholars)

Signature of the Co-guide (if any)

Signature of the Research Supervisor

Signature of the HoD