

Research Scholar
Rules and Regulations
(Based on Direction 11 of 2021 issued by
RTM Nagpur University)

Session 2021-22
Yeshwantrao Chavan College of Engineering
(Autonomous Institution Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University)
Hingna Road, Wanadongri, Nagpur.

Preamble

Institute offers PhD programs in various engineering branches. The broad objective of these Ph.D. programs is to headway towards the expanding boundaries of knowledge and to support research activity relevant to the present social and economic objectives of the country. These regulations are prepared to enhance the contribution of PhD scholars to the intellectual development and academic success of PhD scholars and the institute. These rules and regulations are meant to encourage stake holders to examine their PhD programs and to specify their own policies and procedures, all while upholding academic excellence. These rules and regulations shall govern all Ph.D. programs in Yeshwantrao Chavan College of Engineering, Nagpur (An autonomous Institute affiliated to RTM Nagpur University, Nagpur). These rules and regulations supersede all previous relevant rules and regulations. These rules and regulations are as per Direction 11 of 2021 of RTMNU, Nagpur.

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IMPORTANT COMMITTEES

SN.	NAME OF COMMITTEE	SCOPE	MEMBERS
1.	Research Advisory Committee (RAC)	Department Level Research Centre	Refer to Section 11 of Direction 11 of RTMNU
2.	Research Centre Committee (RCC)	Institute Level Committee	Chairman: Dean R and D Members: All the Research Centre (RC) Coordinators
3.	Research & Recognition Committee (RRC)	University Level	Refer to Section 4 of Direction 11 of RTMNU

1.0 Research Centre Guidelines

1.1 Admission Guidelines

The Research Centre admission criteria shall be governed by **Direction 11 of 2021** issued by the Rashtrasant Tukadoji Maharaj Nagpur university Nagpur and other directions issued by the university from time to time. The direction is regarding eligibility criteria and procedure for registration of candidates

1. List of **available guides, vacancies under** them and **respective areas** of research shall be notified on the college website www.ycce.edu. A **call** for intents for pursuing research shall also be put on this web site by Dean R&D.
2. Interested candidates shall apply through intent format.
3. Eligible candidates will be required to appear personally for discussions with the Research Advisory Committee (**RAC**). The committee shall **allocate supervisors** to deserving candidates based upon availability of seats, area of research proposed and expertise of supervisors available.
4. Selected candidates shall **finalize synopsis** in consultation with the supervisor allotted.
5. The candidate is required to deliver a **pre-registration seminar** before the Research Advisory committee (RAC) for the purpose to evaluate the suitability of the topic to pursue research in the proposed area. Date of such pre-registration seminar shall be notified on the departmental notice board.
6. On approval by the Research Advisory committee (RAC) in proforma **RC-1**, the candidate shall be permitted to complete formalities.
7. If the RAC recommends corrections / modifications, the candidate shall make corrections / modifications suggested by the RAC. The candidate shall discuss these modifications with RAC members. Only on the approval of RAC such candidate shall be permitted to complete other formalities.
8. If the applicant is a working professional, then '**NO OBJECTION CERTIFICATE**' from the employer should be submitted along with the application form.
9. Applicant shall submit the printed copy of the following online application forms duly filled-in along with relevant enclosures to the concerned Head of the Department, Yeshwantrao Chavan College of Engineering, Nagpur for verification.
 - a. Admission form of YCCE (online)
 - b. Registration form of RTMNU (online)
10. Fees finalized by the management shall be applicable to all scholars. Applicable fees shall be paid in the form of online mode or demand draft in favor of the "Principal,

YCCE”, shall be submitted along with the application form, the coordinator shall issue payment slip (RC-3).

Details for Online Submission of fees (NEFT/RTGS) :-

Name of Account Holder: - “The Principal , Yeshwantrao Chavan College of Engineering”

Bank Name : - Tirupati Urban Cooperative Bank Ltd.

Account Number : - 007002100000459

IFSC Code : - HDFCOCTUB07

11. YCCE admission form and copy of fee payment receipt will be submitted to accounts office and the file of admitted student will be maintained by Departmental Research Coordinator.

12. Applicant shall pay separately the prescribed **fees of RTM Nagpur University.**

13. **After verification of printed forms, relevant documents and payment of fees candidate will take signature of Principal and submit the PhD registration form to the university before the due date.**

14. **If selected candidates do not report for admission within prescribed time frame, waiting list will be operated.**

1.2 Post Admission Activities

1. After approval of registration by the RTM Nagpur university, the candidate shall be referred as a **scholar registered for Ph.D.** with the **RTM Nagpur university** with place of research as Yeshwantrao Chavan College of Engineering, Nagpur
2. All applicants are advised to visit the University website regularly; any discrepancy pointed out by the university regarding registration shall be addressed by the applicant within stipulated time.
3. The applicant shall be governed by the **Rules, Statutes, Directions and Guidelines issued by the RTM Nagpur university** from time to time and directives of the college.
4. It will be mandatory for the scholar to put his affiliation as “**Research Scholar**, Yeshwantrao Chavan College of Engineering, Nagpur in all **publications** based on research to be carried out with YCCE as research centre. Before submitting any paper to conference or journal, the supervisor shall ensure that the **plagiarism check** is done.
5. The scholar shall submit **six monthly progress reports** in the prescribed format (RC-4) at least **5 days prior** to delivering a progress seminar.

6. The scholar shall appear before the Research Advisory Committee once in **every six months** after his /her registration for PhD programme to make **presentation** of the progress of his/her work for evaluation and further guidance, according to the schedule given by the research center. The **recommendations** of the Research Advisory committee (**RAC**) shall be considered while forwarding the progress report to RTM Nagpur University.
7. **Presence of Guide shall be mandatory in the progress seminars.**
8. In case the candidate **is unable to deliver** the seminar for any genuine reason, he should inform the **RC coordinator** in advance. If the scholar remains absent in **more than two consecutive seminars** (for whatever reason), then the **registration** of the candidate shall be **cancelled** by the research center, and no further claims on the registration shall be entertained.
9. **Submission of progress reports to Controller of Examination/Dean R and D, YCCE through Head of Department /Research Center Coordinator** within a period of **one month** from the date of presentation of the progress report will be the responsibility of the scholar.
10. Research Center coordinator shall compile information of progress seminar in proforma RC-5.
11. Scholar shall pay semester **fees** prescribed by the college in the form of online mode or through demand draft in favor of the “Principal, YCCE”. The fees should be paid in the months of **June** and **December** every year during the research period. For non-submission of fees in time, fine shall be imposed.
12. The applicant shall be permitted to use **relevant research facilities** available in the college and **library facilities**.

1.3 Activities after completion of Research

1. All full time sponsored registered scholars must publish at least **two reputed international conference papers out of which one conference paper must be published in a reputed WOS/SCOPUS conference and two SCI indexed journal papers based on their research work.**
2. All full time non-sponsored and Part time scholars must publish **two reputed conference papers and two journal papers out of which one must be in SCI indexed journal and one SCI/SCOPUS/WoS indexed journal.**
3. In all research publications PhD scholar will be a **first author** and write his **affiliation as Research Scholar at Yeshwantrao Chavan College of Engineering** and his/her institute affiliation (if required), during their tenure as a research scholar and before delivering the pre-submission seminar.

4. If in research publications affiliation as research scholar is not mentioned then that publication will **not be considered** as a part of research work.
5. Well established process defined by publication research vertical of YCCE is to be followed by all PhD research scholars.

The scholar shall apply **for Pre-Submission seminar** through proforma RC-6 to the Head of the Department.

1. After reviewing information in RC-6 and ensuring publications as per section 1.3.1 or 1.3.2, HoD shall consult RAC members, and **decide the date and time of the Pre-Submission Seminar.**
2. Pre-submission seminar shall be conducted in the **presence of RAC and approved supervisors in the department.** Presence of Guide & Co-Guide shall be mandatory in this seminar. Other research scholars, PG students and faculty shall be invited to attend the seminar.
3. Intimation of the seminar shall also be given to other departments, Dean (R&D) and Advisor (PhD).
4. The scholar shall give a **detailed presentation** on the research carried out after registration of title.
5. The **RAC** shall submit a report in **RC-7** proforma.
6. If minor corrections are suggested by the RAC, the scholar shall carry out these changes and present pre-submission seminar at a **suitable date.**
7. If the RAC is **not satisfied** with research work presented during pre-submission seminar, then the scholar shall carry out further research, for the period (not less than **three months**) decided by RAC and then shall re-apply for pre-submission seminar through RC-6 format.
8. On approval by the **RAC**, the scholar shall **complete college level formalities** including no dues certificate and plagiarism check of all relevant chapters of the thesis.
9. The scholar shall be permitted to submit **Summary Sheet / Thesis** to the University.
10. The scholar shall inform the research center coordinator about **post submission developments including date of thesis defense, University notification of award of degree and post submission publications.**
11. **Before submission of thesis to the college**, all the Ph.D. students shall submit the **soft copy of their thesis** to the **Chairperson** of the concerned Board of Studies in the college for **detecting plagiarism.** The Chairperson of concerned Board of Studies in the college shall issue the certificate of non-plagiarism through **Turnitin** or equivalent system of UGC to the candidate after processing the Ph.D. thesis. In any

case plagiarism should not exceed 10% . For details please refer to section 20 and 21 of direction 11 provided by RTMNU.

12. The candidate shall submit the thesis to the Controller of Examination, YCCE only after he/she receives the Non- Plagiarism Certificate duly certified by the Head of Department/Chairman Board of Studies, as per section 20 of direction 11 given by RTMNU.
13. The scholar must adhere to the most recent format and guidelines for thesis writing provided by the research center.

2.0 Coordination of Research Centre Activities

For smooth working of the functioning of Research Centre Activities, various committees shall function. Details of functioning of these committees and coordinator are given below:

2.1 Research Centre Committee (RCC)

The committee of all RC coordinators as members, Advisor (PhD) and with the Dean R&D as chairman shall be the Research Centre Committee. The RCC shall take all steps in streamlining research centre activities, including framing and revising guidelines, counseling of scholars, framing calendar for research center activities and updating records of scholars and all the departmental research centers across the institute. The committee shall review progress of the research centre activities twice a year.

2.2 Research Advisory Committee (RAC)

Research Advisory Committees (RAC) shall be constituted in all departments in line with the Direction 11 of 2021 issued by the University. This shall consist of:

- a. Principal – Chairman (He may nominate suitable senior supervisor for the meetings)
- b. Two research supervisors nominated by the Vice Chancellor - Members
- c. Recognized Supervisor of the Ph.D. Scholar – Member

In addition to the above members, the Chairman of RAC can co-opt additional members who are approved supervisors in relevant subjects for the smooth working of the activities at the research center.

Head of the department shall coordinate meetings of Research Supervisor Allocation Committee (RSAC). The RSAC shall allocate supervisors to deserving candidates.

Since the committee is required to give valid inputs to candidates, all approved supervisors shall attend the meetings of committee.

2.3 Research Center(RC) Coordinator

RC Coordinator shall be a senior faculty member with Ph D, nominated by the HoD for smooth coordination of research centre activities pertaining to the department. Coordinator shall maintain records of research scholars, arrange and intimate the schedule of PhD progress seminars, pre-submission seminars, etc. to the RAC members and remind scholars of any shortfalls in documents required to be submitted to the

department(RC), and shall compile information related to research scholars required by college/department from time to time.

2.4 Indiscipline Behavior and misconduct of Scholars:

The following acts shall be considered as indiscipline behavior /misconduct of the research scholars in addition to the acts described in the section 18 of Direction 6 of 2021. In all such cases the action shall be initiated against such scholars as per the provisions of the direction.

- 1. Not reporting to the six-monthly progress seminar without intimation.**
- 2. Not reporting to the guide even once during every six month (if reported by guide).**
- 3. Publishing research work without the permission of the supervisor(s).**
- 4. Publishing the plagiarised documents related to his/her PhD work to any publishers.**
- 5. Applying for the patent or copyrights based on the research work without informing the supervisor and the research center.**
- 6. Not submitting the copies of required documents like six monthly progress reports, relevant RC formats, copies of the research work published, etc. to the RC coordinator in due time.**

3.0 Coursework details

The coursework to be undertaken by the research scholars after admission shall be as per the section 19 of Direction 11 of 2021 issued by the RTM Nagpur University. On completion of the coursework all candidates shall deposit copy of the mark sheets and certificates to the coordinator. In addition to the coursework prescribed by the university the research scholars shall undertake activities detailed below:

3.1 Literature Review

All scholars are expected to review technical papers related to their research topic during the next three months. They are expected to review papers more than 100 for normal research topic. Every month they shall submit details of the literature review to respective supervisors in proforma LR1.

3.2 Compilation of Data from the literature:

The scholar is expected to compile data from literature, which may be required at the end of research for comparison. This data will be required by the scholar in for analysis during programmes on computational techniques.

3.3 Proficiency on the software needed in the research:

All scholars shall work hard during first four months on developing expertise on the software to be used in the research.

3.4 Research Methodology and Computational Techniques Programmes:

Scholars are advised to attend Research Methodology and Computational Techniques Programmes offered by the college or other institutes. If the college is offering such programmes, scholars will be informed through Email. Scholars shall submit copy of certificates of the programmes attended to the departmental coordinator.

3.5 Prerequisite Courses:

As a prerequisite of the Ph.D. programme, the candidate has to pass one relevant course run by NPTEL/SWAYAM, related to his/her Ph.D. area, as suggested by the supervisor, in the first semester.

Appendix –A
Research center formats

Literature Review-1 (LR-1)

Review report from _____ to _____ (mention dates)

Name of Scholar:

Name of Guide:

Topic of Research:

Department:

S.N	Authors, title of paper, Details of journal/conference, page nos	Important findings	Linkage to objectives of research undertaken by the scholar

Remarks of the Guide:

Date

and

Signature

of

Guide

Yeshwantrao Chavan College of Engineering, Nagpur
Supervisor Allocation

Name of Department:

Date:

Ph.D.

S.N.	Name of Scholar	Name of Supervisor allotted	Signature of Supervisor Allotted	Tentative Title of Research

Names and Signatures of RAC Members

**Yeshwantrao Chavan College of Engineering, Nagpur
Pre-Registration Seminars**

Name of Department:

Term : Jan/July 20xx to June/Dec 20xx

Ph.D.

S.N.	Name of Scholar	Name of Guide / Co-Guide	Title of Research	Signature of Guide /Co- Guide	Remarks (Approved / Approved with corrections / Not Approved

Note: To be used as landscape

Names and Signs of RAC Members

Date

Forwarded to the Head of the Department

Yeshwantrao Chavan College of Engineering, Nagpur

Slip for payment of fees

**Ph.D.
New Admission**

Name of Scholar :

MGI/Non MGI :

Department :

Total Fees Due

Term	Amount
Registration	
Term Fee	
Total Amount	

Date :

Name and Signature of Coordinator

YCCE Progress Report Format

Name of the Department:

Progress report period From :Jan/July 20xx

to :June/Dec 20xx

Name of the Research Scholar									
Name of Research Supervisor									
Name of Co-Supervisor									
Date of Registration for Ph.D. Degree									
Title of Research work									
Date of Previous Six monthly Seminar Delivered									
Details of Current Seminar (Attach copy of presentation)	Date:								
No. of Papers published since last progress Seminar (Attach Copies of all papers)	<table border="1"><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></table>								
No. of Papers published since the Date of Registration	<table border="1"><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></table>								

Signature of Scholar

Date:

Remarks by RAC:

SN	Name of RAC Member	Signature
1		
2		
3		

Names and signature of RAC members

Yeshwantrao Chavan College of Engineering, Nagpur
Six- monthly Progress Seminars

Name of Department:

Term : January 20.. – July 20.. /July 20.. – January 20..

Ph.D.

	Name of Scholar	Date of Registration		Name of Guide	Signature of Scholar	Signature of Guide/ Co-Guide/ Faculty Advisor	Progress Satisfactory / Unsatisfactory	Special Instructions to Scholar (If Any)

Note: to be used as landscape

Names and Signatures of Members of RAC

Date

To
The Director R&D
Yeshwantrao Chavan College of Engineering
Nagpur

Sub: Pre-submission Seminar of Mr./Ms _____

Dear Sir

I have been working for Research work on _____ (title of thesis) in the department of _____, Yeshwantrao Chavan College of Engineering, Nagpur. The date of registration is _____.

My guide is satisfied with the research output and considers the work to be sufficient enough for submission of thesis to the University. My progress details are given in the attached sheet.

I request you to arrange a Pre-submission seminar as per the college guidelines.

I will prefer _____ dates for the seminar.

Date:

(Name and signature of the scholar)

Consent by the Guide, Co-Guide :

Signature of Guide

Signature of Co- Guide

Progress Sheet

(To be submitted alongwith request for conducting pre-submission seminar. Attach copies of all the papers published and the proof related to indexing as mentioned.)

Publication Details		
IJ/IC/ NJ/NC	(Include title, names of co-authors, Journal/Conference Details, Page nos., Indexing Information)	Indexing Information (SCOPUS/ SCI/WOS/ UGC)
Dates on which Progress Seminars were Delivered		
1st		
2nd		
3rd		
4th		
5th		
6th		
Details of Credit Courses Completed (Attach Certificates)		
Any other information		

(Scholar Name & sign)

(Guide Name & Sign)

Yeshwantrao Chavan College of Engineering, Nagpur

Report of Pre-submission Seminar

Name of Scholar:

Title of Thesis :

Name of Guide:

Department:

The Departmental Research Committee attended the Pre-Submission seminar delivered by the scholar, reviewed his/her publications and other contributions. The committee unanimously decides

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

To permit the scholar submission of Summary Sheet / Thesis

That minor corrections / additions are necessary before submission

Rejects the submission of thesis at this time

(The RAC is expected to tick in the box)

Name	Designation	Signature
	Chairman	
	Member-1	
	Member-2	
	Member-3	

Names and signatures of RAC Members with date

Format for compilation of progress information of registered scholars*(To be compiled by RC Coordinator after Six Monthly Progress Seminars)***Name of Department:****Progress Report for Jan/July 20xx to Jun/Dec 20xx**

SN.	Name of Scholar	Date of Progress Seminar	Number of Publications during last six months				Indexing Information (SCI / SCOPUS /WOS/ UGC)
			IJ			NC	
1.							

Name & Signature of coordinator with date:

Name & Signature of HoD

Proforma for course work completion

Name of Scholar:

Name of Guide:

Name of Department:

Date of admission in YCCE:

Date of Registration of scholar:

Details of course work

Activity	Details of activity	Remarks if any
Literature Review	<i>(Mention no. of papers reviewed.)</i>	
Mandatory course work by the University	<i>(attach certificates if any)</i>	
Course work on Research Methodology	<i>(Give details of programmes attended, attach certificates if any)</i>	
Course work on Quantitative Methods of Computer Applications	<i>(Give details of programmes attended, attach certificates if any)</i>	
Progress seminars delivered	<i>(Give details including dates of progress seminars)</i>	
Any other activity	<i>(Give details of any other activity which can be treated as part of course work)</i>	

Certified that the above information is true to the best of my knowledge.

Date:

Name & Signature of Guide

Counter signature of Co-Guide

Signature of the scholar

 Submitted to the Director R&D, YCCE

Through HoD _____ Dept.

Proforma for recommendation of submission of thesis

Name of Scholar:

Name of Guide:

Name of Department:

Date of admission in YCCE:

Date of Registration of scholar:

Details Activities

Activity	Details of activity	Remarks if any
Progress seminars delivered	<i>(Give details including dates of progress seminars)</i>	
Course work details	<i>(Give details of course work carried out as per relevant direction issued by the University)attach certificates</i>	
Research Centre Fees paid	Applicable Fees: Fees Paid : (Attach no dues certificate issued by the accounts section)	
Technical papers published	<i>Attach list of papers</i>	
Plagiarism Check on the thesis	<i>Attach Report from Anti plagiarism software</i>	
Departmental Research Center Formalities done		

Recommendation by Guide:

Signature of Guide:

Forwarding remarks by HOD to Dean R and D:

Signature of Chairman RAC:

Recommendation by Director R and D:

The scholar may please be issued no dues certificate and permitted to submit the thesis / not recommended at this time due to _____.

Signature of Coordinator

Signature of HoD

Date:

Signature of Director R&D

Report of Plagiarism Check

(Note: Overall similarity score should not exceed 10%)

Name of Scholar:

Name of Supervisor:

Date of last check:

Report

Chapter No.	Chapter Title	Similarity Index	Internet Sources	Publications	Student Papers

(attach 1st page and last page of Plagiarism Software)

Name & Sign of Scholar

Name & Sign of Supervisor