



Office of the Principal
Government Degree College Shopian Kashmir



Website: www.gdcshopian.edu.in

گورنمنٹ ڈگری کالج، شوپیان کشمیر

Tele/Fax: 01933-260204

Cell: 9419047885

Date: 23/03/2026

GDCS/2026/ Estt / 1824 E-mail ID: principal@gdcshopian.edu.in

Circular

Sub: Constitution of Departmental Research Committees for Scrutiny of Synopsis – 4-Year Undergraduate Program with Research (FYUGP/FYUP) – Reg.

In pursuance of the guidelines of the National Education Policy (NEP) 2020 and the directives of the Academic Council, it is imperative to ensure the highest standards of research rigor in the 4-Year Undergraduate Program with Research (FYUGP). All students enrolled in the 4-year program with a research component are required to undertake a research project, the initiation of which is contingent upon the approval of a formal synopsis. To streamline this process, ensure academic quality, and facilitate the subsequent conduct of the Board of Research Studies (BRS) meetings, the following procedure is hereby mandated. The Principal is pleased to order the constitution of Departmental Research Committees (DRCs) in all departments offering the 4-Year Program with Research.

1. Constitution of Departmental Research Committee (DRC)

All Heads of Departments (HoDs) are directed to immediately constitute a Departmental Research Committee in their respective departments. The composition of the DRC shall be as follows:

- Chairperson: Head of the Department
 - Convener: A senior faculty member nominated by the HoD, specializing in research methodology.
 - Internal Members: Two (2) senior faculty members from the department or from allied department (excluding the supervisor of the student).
 - External Member: One (1) subject expert from outside the department (can be from another department of the same institution or from a neighboring/reputed university/college, as per availability).
- Note: For departments with limited faculty, the external member may be invited virtually or through a formal nomination.

2. Objective and Function of the DRC

The primary objective of the DRC shall be to scrutinize and finalize the research synopses submitted by students under the 4-Year Program with Research. The Committee shall ensure that:

- The research topic is original, feasible, and aligns with the student's area of specialization.
- The research methodology proposed is sound and ethically viable.
- The supervisor's credentials and area of expertise may match the proposed topic.

3. Procedure for Synopsis Scrutiny

- Submission:** Supervisors shall guide their allotted students in preparing a comprehensive research synopsis (as per the prescribed format available on the College website).
- Review:** The DRC shall convene a meeting (physical/virtual) within 15 days of the issuance of this order to review all submitted synopses.
- Approval/Revisions:** The DRC may approve the synopsis, recommend minor/major revisions, or reject the proposal with recorded reasons.
- Finalization:** Once the synopsis is approved by the DRC, the student shall be formally registered for the research phase.

4. Submission of List to the Research Committee

Upon completion of the DRC meetings and finalization of synopses, the Heads of Departments are directed to submit a comprehensive report to the **Convener, Research Committee**. The submission must include the following documents in a sealed envelope or via the official email (principal@gdcshopian.edu.in):

- Covering Letter: Signed by the HoD.
- Annexure A (List of Approved Synopsis): A tabulated list containing:



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- Student Name & Enrollment/Roll Number
- Research Title
- Name of the Supervisor (with designation)
- Name of Co-Supervisor (if any)
- Date of DRC Approval
- Signature of DRC Convener

Annexure B (List of DRC Members): The names and designations of the internal and external members who constituted the committee.

5. Facilitating the Board of Research Meeting

The submission of these lists to the Research Committee is a prerequisite for the organization of the Board of Research Studies (BRS) Meeting. The Research Committee will utilize this compiled data to schedule the BRS meeting in due course. The BRS meeting will serve as the final academic body to ratify the synopses, allocate resources, and formally initiate the research projects.


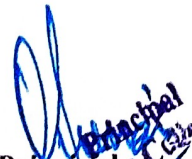
6. Compliance and Timeline

All Departments are strictly advised to adhere to the following timeline:

- Constitution of DRC: Within 7 days of this order.
- Completion of DRC Meetings: Within 21 days of this order.
- Submission to Research Committee: Within 7 days of completion of DRC meetings.

Any deviation from this schedule may delay the research timeline of the students and affect the academic calendar.

This issues with the approval of the competent authority.



Principal
Govt. Degree College
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Copy to:

- The Convener IQAC – for information.
- All Heads of Departments – to comply and ensure strict adherence.
- All Faculty Members (through HoDs) – for information and guidance.
- Notice Board/College Website.