



MAEER PUNE'S
MAHARASHTRA INSTITUTE OF
DENTAL
SCIENCE AND RESEARCH
DENTAL COLLEGE, LATUR.



Standard Operating Protocol for Research Committee

Dr. Sheeraz Badal
Chairman

Dr. Suresh Kamble
Principal

4.6 RESEARCH COMMITTEE

1. **Objective:**

The objective of this standard operative procedure is to contribute to the effective functioning of the research committee of Maharashtra Institute Of Dental Sciences & Research so that a quality and consistent review mechanism for health and biomedical research is put in place for all proposal dealt by the committee.

2. **Role of Research Committee:**

The committee will review and approve all types of proposals for biomedical research and related fields involving human subjects and animals with a view to conduct responsible research safeguard the dignity, rights, safety and well being of all actual and potential research participants. The committee will also guide for approval of grants and publication of research work in UGC approved indexed journals.

3. **Composition of Research Committee:**

The chairperson of the research committee and the other members' secretary who generally belongs to the same institution are nominated by the Head of the institute.

The composition may be as follows:-

1. Chairperson
2. Convenor
3. One staff from each department
4. Statistician
5. PG student member
6. UG student member
7. Clerk

4. **Responsibilities or Functions of Research Committee:-**

- To ensure that all aspects of research are compliant of methods based on sound scientific and ethical bases.
- To educate and train committee members and other staff on scientific research.
- To monitor & motivate periodically the research undertaken by the members of the faculty, PGs & UGs.
- To ensure smooth functioning and effective management of research and innovative activities in the institute.
- To promote collaborative research
- To scrutinize and review all research and publications related matters.
- To review and recommend proposals submitted for approval of grants.
- To review annual reports relating to research matters and to make recommendations to the head of the institute.

5. Meetings:-

Quarterly meetings will be held among the members of the research committee in the month of Jan, April, July and October every year to discuss for any improvements, difficulties faced and progress of the decisions taken by the committee.

Annual meeting with the head of the institute regarding discussion related to the research will be held in the month of January every year along with submission of annual report.

6. System of Functioning:-

Undergraduates, postgraduates and staff can do the research. The process of doing research starts with the selection of research topic. After that, the research topic should be approved from the Guide and HOD. After getting approval from Guide and HOD, ethical committee clearance should be made by the concerning ethical committee members. After this it is subjected for research committee approval, in that, the research committee scrutinizes the title of research, ethical committee approval and MOU (Memorandum of Understanding)/collaboration certificate if applicable. In this either of the two conditions can occur either it is approved or disapprove. If the researcher gets the approval then he/she can start research work and after completion of research work he/she can publish their research work in UGC approved indexed journal under the guidance of research committee. But if it is disapproved because of some errors or mistake then that particular researcher should get it reapproved after doing all the necessary corrections.

Thesis and other research work- The process of doing research starts with the selection of research topic. After selection of topic, the topic will be approved from Guide and Head of Department. Then researcher will prepare the synopsis and will approve from Guide and HOD. Then, researcher will approve their synopsis from ethical committee. Then researcher will send their research work for research committee approval with following documents

1. Application form of researcher in prescribed format by the research committee.
2. Research Synopsis (Briefly Abstract, Materials & Methods and Statistical Analysis)
3. Institutional Ethical Committee (IEC) Clearance certificate and
4. Memorandum of understanding (MOU) or collaboration certificate, if research work has to be done in collaboration with Lab, Institute or Industry.

Then, research committee will scrutinize all these documents. In this either of the two conditions can occur either it will approve or disapprove. If the researcher will get the approval then research committee will issue a approval certificate to the researcher. Then he/she can start their research work. But if research committee disapproves the research work because of some errors or mistakes then that particular researcher will get it approve after doing all the necessary corrections. After completion of research work researcher can publish their thesis or other research work in UGC approved indexed journal under the guidance of research committee.

Research committee funding application- Research committee helps the researcher to apply their research proposal for financial assistance. Research Committee guides

the researcher regarding different institutes (government or private) in which he/she apply their research proposal for financial assistance, some of which are Maharashtra University of Health Sciences (MUHS), Nashik Indian Council of Medical Research (ICMR), New Delhi Global Child Dental Fund, UK University Grants Commission (UGC) Council of Scientific and Industrial Research (CSIR)

Research Committee maintains the record of research proposals which are applied for financial assistance and Research Committee also maintains the record of the research proposals which have received grants for funding

Publication help and Guidelines- Research committee guides the researcher to publish their research work in Scopus, Web of science and pubmed indexed journals. Research Committee identifies the plagiarism and grammar mistakes with the help of institute's "Grammarly" plagiarism application and helps the researcher to correct them, before submitting the research work for publication in indexed journals.

College Journal- The MIDSr Journal of Dental Research is an official publication of MIDSr, Dental College, and Latur. It is a biannually published journal with an aim to encourage research in all the branches of dentistry. The Journal is a double peer reviewed journal especially for the dental research. The journal covers all research contents including, original article, review article, case reports, Letters to editor, news, student corner and any other relevant publication with the approval of editorial board. All the manuscripts are to be submitted online in word format to editor@mitmidsr.edu.in.

