



VISHNU DENTAL COLLEGE

CONSTITUTION OF INSTITUTIONAL RESEARCH COMMITTEE

The committee shall function as the central academic and scientific body for promoting, monitoring, reviewing, facilitating, and strengthening research activities among undergraduate students, postgraduate students, interns, and faculty members of the institution.

VISION

To establish Vishnu Dental College as a center of excellence in dental and interdisciplinary research through ethical, innovative, evidence-based, and socially relevant scientific contributions.

MISSION

1. To promote a strong research culture among faculty, postgraduate students, undergraduate students, and interns.
2. To encourage ethical, evidence-based, and clinically relevant research activities.
3. To facilitate interdisciplinary and collaborative research initiatives.
4. To improve scientific publication quality and research output of the institution.
5. To ensure compliance with ICMR, NDC, IEC/IRB, and institutional research guidelines.
6. To support research training, funding opportunities, innovation, patents, and scholarly dissemination.

OBJECTIVES OF THE RESEARCH COMMITTEE

1. To review and monitor all academic and institutional research activities.
2. To guide researchers in protocol development, methodology, statistical planning, and scientific writing.
3. To assess research proposals before submission to the Institutional Ethics Committee (IEC/IRB).
4. To ensure scientific validity, feasibility, originality, and academic merit of research proposals.
5. To monitor progress of approved research projects and dissertation work.
6. To encourage publication of research in indexed and peer-reviewed journals.
7. To organize workshops, seminars, journal clubs, Continuing Dental Education (CDE) programs, and research methodology training sessions.
8. To maintain institutional research records, publications, and project databases.

9. To encourage funded research projects, patents, innovation, and interdisciplinary collaboration.
10. To ensure adherence to ethical, scientific, and regulatory standards.
11. To evaluate annual departmental research activities and academic productivity.
12. To foster student participation in ICMR STS, institutional grants, and scientific conferences.

COMPOSITION OF THE INSTITUTIONAL RESEARCH COMMITTEE

Sl. No.	Position in Committee	Name of the faculty
1	Research Advisor	Dr. A.V. Rama Raju, Principal, Professor, Department of Prosthodontics Vishnu Dental College
2	Chairperson, Research Committee	Dr. Mohan Kumar P Associate Professor, Department of Periodontics.
3	Member secretary	Dr. Padma Priya CV, Professor and HOD, Department of Orthodontics
4	Research Administrator	Dr. Gautami S Penmetsa, Professor and HOD, Department of Periodontics.
5	Scientific Review Expert	Dr. Satyanarayana Raju M, Professor, Department of Prosthodontics
6	Materials Science Specialist	DR. Rama Krishna Alla, Professor & Head, Division of Dental Materials
7	Member	Dr. K Madhu Varma, Professor and HOD, Department of Conservative Dentistry & Endodontics
8	Member	Dr. Ravikanth Manyam, Professor & HOD, Department of Oral Pathology
9	Member	Dr. D. Bheemalingeswara Rao, Professor & HOD Department of Prosthodontics.
10	Member	Dr. Ravigna P, Professor and HOD, Department of Pedodontics
11	Member	Dr. U. Shivaji raju, Professor and HOD, Department of Oral and Maxillo facial Surgery.
12	Member	Dr. Jyothirmai K, Professor and HOD, Department of Oral Medicine and Radiology.
13	Member	Dr. M.V Ramesh, Associate Professor Department of Public Health Dentistry.

ROLES AND RESPONSIBILITIES

Research Advisor

1. Provide overall guidance and policy direction for research activities.
2. Ensure institutional compliance with research and academic standards.
3. Approve committee recommendations and institutional research policies.

Chairperson

1. Preside over committee meetings.
2. Supervise scientific and administrative functioning of the committee.
3. Coordinate research review and monitoring activities.
4. Ensure implementation of committee decisions.

Member Secretary

1. Organize committee meetings and maintain official records.
2. Prepare agenda, minutes, notices, and communications.
3. Coordinate proposal submissions and documentation.
4. Maintain research databases and correspondence.

Research Administrator

1. Coordinate institutional research activities.
2. Facilitate workshops, training programs, and research initiatives.
3. Monitor research timelines and progress reports.
4. Maintain records of publications, grants, and research outcomes.

Scientific Review Expert

1. Evaluate scientific quality and methodological rigor.
2. Review statistical relevance and feasibility of proposals.
3. Provide recommendations for improvement.

Members

1. Participate in scientific review and discussions.
2. Evaluate departmental research activities.
3. Provide subject expertise and recommendations.
4. Support research monitoring and academic quality assurance.

STANDARD OPERATING PROCEDURES (SOPs)

1. PURPOSE OF SOP

The purpose of this SOP is to establish uniform procedures for the functioning of the Institutional Research Committee (IRC) at Vishnu Dental College and to ensure systematic review, monitoring, promotion, and documentation of research activities.

2. SCOPE

These SOPs apply to:

- Undergraduate research projects
- Postgraduate dissertations
- Faculty research projects
- ICMR STS proposals
- Institutional and collaborative research studies
- Funded and non-funded research projects
- Publications, patents, and innovation activities

3. FUNCTIONS OF THE RESEARCH COMMITTEE

The committee shall:

1. Review research proposals for scientific merit.
2. Assess feasibility, originality, methodology, and statistical validity.
3. Recommend proposals for submission to IEC/IRB.
4. Monitor progress of approved studies.
5. Review dissertation protocols periodically.
6. Encourage interdisciplinary and collaborative research.
7. Organize training programs related to research methodology and publication ethics.
8. Maintain research documentation and institutional records.
9. Review annual departmental research performance.
10. Promote quality publications and research dissemination.

4. MEETINGS

1. The committee shall meet at least once every three months or as required.
2. Emergency meetings may be convened by the Chairperson.
3. Notice of meeting shall be circulated at least seven days in advance.
4. Agenda and supporting documents shall be shared before the meeting.
5. Minutes of the meeting shall be recorded and maintained.

5. QUORUM

1. A minimum of 50% of the total members including the Chairperson or Member Secretary shall constitute the quorum.
2. In the absence of quorum, the meeting shall be rescheduled.

6. SUBMISSION OF RESEARCH PROPOSALS

Researchers shall submit:

1. Completed research proposal/protocol.
2. Synopsis and methodology.
3. Data collection proforma/questionnaire.
4. Informed consent documents where applicable.
5. Budget details for funded projects.
6. Statistical analysis plan.
7. Plagiarism report where applicable.
8. Any additional supporting documents required by the committee.

7. REVIEW PROCESS

1. Proposals shall undergo preliminary administrative scrutiny.
2. Scientific review shall be conducted by committee members.
3. Suggestions/modifications shall be communicated to investigators.
4. Revised proposals shall be resubmitted if required.
5. Scientifically approved proposals shall be forwarded to IEC/IRB for ethical review.

8. MONITORING OF RESEARCH ACTIVITIES

1. Periodic progress reports shall be submitted by investigators.
2. The committee may request interim presentations or clarifications.
3. Delayed or incomplete projects shall be reviewed and monitored.
4. Dissertation progress shall be periodically assessed.
5. Publications arising from institutional research shall be documented.

9. RESEARCH ETHICS AND INTEGRITY

1. All research activities shall comply with ICMR ethical guidelines.
2. Fabrication, falsification, plagiarism, and unethical practices are strictly prohibited.
3. Any misconduct shall be reported to competent authorities.
4. Studies involving human participants shall obtain IEC/IRB approval before commencement.

10. DOCUMENTATION AND RECORD MAINTENANCE

The committee shall maintain:

1. Constitution orders and membership records.

2. Meeting notices, agendas, and minutes.
3. Submitted and approved research proposals.
4. Progress reports and completion reports.
5. Publication and presentation records.
6. Workshop and training activity reports.
7. Research databases and annual reports.

All records shall be maintained confidentially and securely.

11. TRAINING AND CAPACITY BUILDING

The committee shall organize:

1. Research methodology workshops.
2. Biostatistics training sessions.
3. Scientific writing and publication workshops.
4. Good Clinical Practice (GCP) and ethics training.
5. Orientation programs for undergraduate and postgraduate students.

12. PUBLICATION POLICY

1. Faculty and students are encouraged to publish in indexed peer-reviewed journals.
2. Authorship shall follow accepted scientific guidelines.
3. Institutional affiliation shall be appropriately mentioned.
4. Research publications shall be reported to the committee.

13. AMENDMENTS TO SOP

The Institutional Research Committee reserves the right to amend or revise these SOPs periodically based on institutional, regulatory, or academic requirements.