



MADHA DENTAL COLLEGE & HOSPITAL

(A Christian Minority Institution)

(Recognised by the Dental Council of India, New Delhi (F.No.v.12017/75/2006-DE dt.01.11.2011)
and affiliated to the Tamil Nadu Dr. M.G.R.Medical University, Chennai

Madha Nagar, Kundrathur, Chennai - 600 069. Ph.: 72739 01234, 72749 01234, Fax : 2478 0798
E-Mail : info@madhadentalcollege.com Website : www.madhadentalcollege.com

Admin. Office : 1A, Chari Street, North Usman Road, T.Nagar, Chennai - 17. Ph : 2814 0212, Tele fax : 044-2814 0213

RESEARCH COMMITTEE STANDARD OPERATING PROCEDURE

1. Objective

The Research Committee SOP aims to establish clear guidelines and procedures for promoting, coordinating, and overseeing research activities within the dental college. It outlines the roles, responsibilities, and protocols to ensure the advancement of research and compliance with ethical and institutional standards.

2. Composition of the Research Committee

The Research Committee comprises key members responsible for overseeing various aspects of research within the dental college. Members may include:

- Chairperson of the Research Committee (Principal)
- Faculty Representatives from different disciplines
- Member Secretary (Senior faculty)
- Research Coordinator or Administrator(Senior faculty)
- External Experts (optional)
- Ethical Review Board Representative

Committee constitution:

The Research Committee is reconstituted with the following members with effect from 28-02-2025. The committee shall be effective for three years from the aforementioned date.

S.No	Name	Designation/ Department	Position held
1.	Dr.Sivakumar. G	Professor and Head, Department of Oral Pathology and Oral Microbiology	Chair person
2.	Dr. Sharmila Hussain	Professor &Head, Department of Prosthodontics and Crown and Bridge	Co-Chair person


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3.	Dr. V.Susila Anand	Professor &Head, Department of Conservative Dentistry and Endodontics	Research Coordinator
4.	Dr. E.Arun	Professor and Head, Department of Pedodontics and preventive dentistry	Member
5.	Dr.Navaneethanambi	Professor and Head, Department of Orthodontics and dentofacial orthopedics	Member
6.	Dr.K.Vidya Lakshmi	Professor and Head, Department of Pharmacology	Member
7.	Dr. C. S. Krishnan	Professor, Department of Periodontology	Member
8.	Dr.Deepak Abraham Pandyan	Professor and Head, Department of Oral & Maxillofacial surgery	Member
9.	Dr.A.Kiruthiga	Associate Professor, Department of General Microbiology	Member
10.	Dr. Nikhita Kalla	Senior Lecturer,Department of Conservative Dentistry and Endodontics	Member

3. Roles and Responsibilities

3.1 Chairperson of the Research Committee

Provide leadership and direction to the Research Committee.

Oversee the strategic planning and execution of research initiatives.

Represent the committee in discussions with the college administration.

3.2 Member Secretary

Prepares agenda and organizes committee meetings

Records the minutes of the meetings

Co-ordinates the activities of the committee with all stakeholders

3.3 Faculty Representatives

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Promote research culture within their respective disciplines.

Review and evaluate research proposals submitted for committee consideration.

Provide guidance and mentorship to researchers.

3.4 Research Coordinator or Administrator

Manage administrative tasks related to research coordination.

Facilitate communication between researchers, the committee, and the administration.

Maintain accurate records of research activities and proposals.

3.5 Ethical Review Board Representative

Serve as a liaison between the Research Committee and the Institutional Review Board (IRB).

Ensure that research proposals undergo ethical review and approval.

Collaborate on matters related to ethical considerations in research.

4. Functions

- Formulate research strategies and policies.
- Encourage, promote and advocate research in the college.
- Facilitate activities for enhancement of research capacity of faculty, students and staff.
- Invite and Scrutinize faculty short term research proposals and recommend the selected proposals for intra mural funding every year
- Promote collaborative research.
- Facilitate submissions to research funding and publication opportunities.
- Plan and coordinate activities for exchange and dissemination of research
- Devise and implement strategies and policies related to research awards

5. Research Proposal Submission

5.1 Define Submission Procedures

Develop a standardized format for researchers to submit research proposals.

Outline the required components, including research objectives, methodology, ethical considerations, and potential risks.

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5.2 Initial Review

Conduct an initial review to ensure that proposals meet basic research standards.

Identify any deficiencies or areas requiring clarification.

5.3 Schedule of Meetings

Schedule and conduct full committee meetings twice in a year to review and evaluate research proposals.

Discuss research protocols, ethical considerations, and potential impact.

Provide recommendations for modifications or approval.

6. Funding and Resource Allocation

6.1 Funding Opportunities

Identify and communicate funding opportunities for research projects.

Establish criteria for accessing internal or external research grants.

Recommend the selected faculty short term research proposals for intra mural funding every year

6.2 Resource Allocation

Determine the allocation of resources, including laboratory space, equipment, and research support staff.

Prioritize projects based on their potential impact and alignment with institutional goals.

7. Research Ethics and Integrity

7.1 Promote Research Ethics

Develop and disseminate guidelines on ethical conduct in research.

Provide training programs on research ethics for faculty and students.

7.2 Address Research Misconduct

Establish procedures for addressing research misconduct and breaches of ethical standards.

Investigate and take appropriate actions in cases of alleged misconduct.

7.3 Collaboration with IRB

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Collaborate closely with the Institutional Review Board (IRB) to ensure ethical review and approval of research involving human participants.

8. Monitoring and Evaluation

8.1 Project Monitoring

Establish mechanisms for monitoring ongoing research projects.

Ensure compliance with approved protocols and ethical standards.

Address any issues or concerns that may arise during the research process.

8.2 Progress Reports

Require periodic progress reports from researchers.

Evaluate the impact and outcomes of ongoing research initiatives.

9. Dissemination of Research Findings

9.1 Publication Guidelines

Establish guidelines for the publication of research findings.

Encourage researchers to disseminate their work through reputable journals and conferences.

9.2 Intellectual Property

Define policies regarding intellectual property rights for research outputs.

Provide guidance on patenting and licensing processes.

10. Collaboration and Networking

10.1 Collaborative Opportunities

Promote collaboration between researchers within the college and with external institutions.

Facilitate partnerships that enhance the quality and scope of research.

10.2 Research Seminars and Conferences

Organize research seminars and conferences to showcase ongoing research.

Provide platforms for researchers to present their findings and engage with the academic community.

11. Reporting and Documentation

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11.1 Annual Reports

Prepare and submit annual reports on research activities to the college administration.

Highlight achievements, challenges, and recommendations for improvement.

11.2 Documentation

Maintain accurate and up-to-date records of research proposals, approvals, and outcomes.

Archive documentation for auditing purposes and reporting requirements.

12. Review and Revision

Periodically review the SOP to ensure its relevance and effectiveness.

Revise the SOP as needed to accommodate changes in research policies or institutional goals.

13. Approval

This SOP is approved by the Principal or relevant academic authority and will be reviewed annually or as needed

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