

Standard Operating Procedures

Institutional Research Cell of the Sree Gokulam Medical College and Research Foundation

(As per Letter No. MCI-23(1)/2014/Med/158808 dated 11 Feb 2015)

Introduction

Research is an integral part of the vision and the mission of Sree Gokulam Medical College and Research Foundation. The inculcation of an attitude of inquiry, acquisition of knowledge of the methodology of research and the conduct of research are encouraged among faculty and students.

Purpose of Institutional Research Cell:

The Institutional Research Cell hereinafter called “The Research Cell” established in 2015 (as per Letter No. MCI-23(1)/2014/Med/158808 dated 11 Feb 2015), shall serve as the regulatory entity for research in Sree Gokulam Medical College and Research Foundation (SGMC&RF) and its sister institution Sree Gokulam Nursing College (SGNC), Venjaramoodu, Thiruvananthapuram, Kerala, as an independent representative and competent body to review, evaluate and decide on the scientific merits of research proposals. The **Institutional Research Cell (IRC)** will be responsible for developing research plans, information, and mechanisms that benefit the research related activities and implementing those plans and mechanisms with direction from the institutional head and the members.

1. Composition of the Research Committee

1. Membership

An Institutional Research Committee shall be constituted for the proper functioning of the Research Cell. The Committee shall be comprised of Dean-Clinical, members from the various clinical and non-clinical departments of SGMC, Statisticians and a member from SGNC.

Chairperson, Vice Chairperson, Secretary and Joint Secretary will be identified from among the members.

2.1 Appointments

The Committee members shall be appointed by the Director in consultation with the Heads of the various departments. The Chairperson, Vice Chairperson, Secretary and Joint Secretary shall be nominated by the Director.

2.2. Tenure and conditions of appointment

Members shall be appointed for a period of three years. To maintain continuity in the operations of the Committee, at least fifty percentage of the membership shall be retained while renewing the committee members. Absence of a member for three consecutive meetings without valid reasons may lead to a replacement by the Appointing Authority.

2.3. Resignation

A member may resign after giving at least one month's notice to the appointing authority. The Committee may recommend to the appointing authority a replacement.

2.4 The Executive Committee

The Executive Committee comprising the Chairperson, Vice chairperson, Secretary and Joint Secretary shall meet frequently for the smooth functioning of the Research Cell.

1. The Chair: nominated by the Director will serve for three years.
2. Vice chair : nominated by the Director will serve for three years
3. Secretary: Nominated by the Director for three years
4. Joint Secretary: Nominated by the Director for three years
5. Members are nominated by the heads of Department and the Director . The term is for three years and 50% of them shall retire at 2.5 years and new members shall be nominated to replace them

2.5 Current composition of IRC

Sl No	Name	Designation	Role	Tel. No	E mail ID
1	Dr K T Shenoy	Professor & Head, Medical Gastroenterology	Chairperson	9447044364	
2	Dr .C. Sudheendra Ghosh	Professor & Head, Pulmonology	Vice chairperson	9895409787	su
3	Dr.S. Anil Bindu	Prof, Community Medicine	Member Secretary	9447699423	
4	Dr Simi S M	Professor Dermatology	Joint Secretary	9745620025	
MEMBERS					
1	Dr Sheeja Manoj	Deputy Director	Member	9387754620	s
2	Dr Chandramohan. P	Dean	Member	9995577555	cha
3	Dr Lalitha Kailas	Principal Prof. Pediatrics	Member	9447023230	
4	Dr S Bhasi	Head, Internal	Member	9446222216	

		Medicine			
5	Dr Samadarsi R	Prof. & Head Surgery	Member	9567153186	
6	Dr Sheela Vasudevan	Prof & Head, Pathology	Member	9895525324	shee
7	Dr Raffic.M	Prof & Head, Orthopedics	Member	9847572966	
8	Dr. P M C Nair	Prof. Pediatrics	Member	999446065070	
9	Dr Geetha.O.	Head, Forensic Medicine	Member	9847139090	
10	Dr Benny.P V	Prof.& Head, Community Medicine	Member	9633302220	
11	Dr Mahadevan	Prof.Ophthalmology	Member	9387805076	ey
12	Dr Nimmy.P	Prof, OBG	Member	9495358895	
13	Dr Mamata Chimmalgi	Prof Anatomy	Member	8137057380	
14	Dr. B. Radhakrishnan	Professor, Department of Emergency Medicine	Member	9847063190	
15	Dr. Jothydev Kesavadev	Chairman and Chief Diabetologist, Jothydev's Diabetes Research Center, Trivandrum	Member	9895040055	
16	Dr Venugopalan P.G	Prof, Anaesthesia	Member	9447054217	
17	Dr Beena Kumari R	Prof Physiology	Member	9495201524	
18	Lt Col Prof Meera K Pillai	Principal, Sree Gokulam Nursing College	Member	9539804176	
19	Dr K Syamalan	Head, Paramedical Institute	Member	9495824606	
20	Dr Sreekanth.K.S.	Prof, Biochemistry	Member	9895058153	
21	Dr Sobha P	Associate Prof Pharmacology	Member	9895885395	
22	Dr. Kiranjith.J.	Asso Prof, ENT	Member	9847670107	
23	Dr. Ashish Jithendranath	Asso. Prof Microbiology	Member	829823337	
24	Mrs Manju L	Associate Prof,	Member	9947231195	n

		Statistics			
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2.6 Responsibilities of Chairperson/ Vice chairperson of the Committee

- 2.6.1. To schedule, make agendas, and chair IRC meetings at least six times per year.
- 2.6.2. To communicate with other members in regard to collaborative efforts between the IRC and Ethics Committee.
- 2.6.3. To submit IRC Reports to the Director periodically.
- 2.6.4. To submit annual IRC report to the Director.
- 2.6.5. To facilitate provision of training to members.
- 2.6.6. To oversee the functions and activities of the Executive committee.
- 2.6.7. To assign responsibilities and duties to any member of the Committee.
- 2.6.8. To communicate with other Chairs and Officers within and outside the institution as and when needed to support IRC activities.

2.7 Responsibilities of Secretary/ Joint Secretary

- 2.7.1. To call meetings in consultation with the Chair/Vice chair
- 2.7.2. To receive research proposals and to dispatch them for scientific review.
- 2.7.3. To identify suitable reviewers in collaboration with the other members of the Executive Committee
- 2.7.4. To prepare proposal review documents for discussion at regular Committee meetings.
- 2.7.5 To prepare the agenda prior to each meeting of the IRC in consultation with other members of the Executive committee.
- 2.7.6. To maintain proper records of all the deliberations.

3.0. Terms of Reference

Broad Terms of Reference for the Committee were identified as follows:

3.1 Review and Approval of Research Proposals

The Committee shall provide independent, competent and scientific review of research proposals.

- 3.1.1 The Committee shall review health research proposals submitted to it within a reasonable time and document its views in writing to the investigator(s).
- 3.1.2 The Committee may request the investigator(s) to explain any aspect of the study that may require personal appearance at its Committee meeting.
- 3.1.3 The Committee shall make available acceptable standard format accepted by the committee for submissions of research proposals
- 3.1.4. The Committee shall obtain relevant documents which should include

- Summary of research proposal.
- Study proposal(s) and /or amendment(s)
- Written informed consent form(s) and questionnaire updates that the investigator proposes for use in the study.

Three hard copies and a soft copy of such documents by e mail (to be emailed to researchcellsgmc@gmail.com) shall be sent to the Secretary/ Joint Secretary by Investigators on or before 15th of the prior month of the scheduled meeting with all details as per the checklist (attached).

3.1.5 Members of the Research Committee: Each member shall review at least two proposals. The comments shall be presented by the reviewer in the meeting and decide on the further steps in the full IRC meeting.

3.1.5. The Committee shall consider the suitability of the investigator(s) for the proposed study with respect to relevant qualification, training and experience, as documented by current curriculum vitae.

3.1.6 Review Fees

The Committee may recommend fees to cover administrative costs of research proposal review

3.1.7. Submitted proposals that have been reviewed elsewhere shall be reviewed afresh by the Committee.

3.2 Provide Leadership in Research Development Through:

3.2.1 Setting out research policy

3.2.2 Providing research guidelines

3.2.3 Developing and maintaining an institutional research database

3.2.4 **Providing training** of all faculty members on Research methodology and Clinical Epidemiology in a time bound manner with hands on training in data analysis

3.2.5. Conducting Manuscript Writing Workshop every year for completed research projects and this shall be for all faculty and any Post Graduate students if solicited.

3.2.6 Facilitation of establishment of research infrastructure such literature search facilities

3.2.7 **Developing a Research Cluster** to foster research in the neighboring institutions with approval from Kerala University of Health Sciences.

3.3 Facilitate sourcing and coordinate approval of Research grants / funds

3.3.1 The need of a corpus fund to develop all the research activities was recognized and a proposal to this effect shall be developed shortly. The appointing authority has asked the Research Cell to submit a detailed proposal for this.

3.4 Coordinate the dissemination and publicity of research

3.4.1

To take the lead in organizing an Annual conference so that students and faculty from other colleges can be invited to present scientific papers. Also, our students and faculty will get an excellent opportunity to present their research papers.

3.4.2. Publication of Scientific Journal: The Research Cell recognizes the need for a good quality scientific journal to be published by the institution. A **subcommittee** shall be formed for the process within 4-6 weeks with an Editor, Associate Editors and Reviewers.

4.0 The Meetings

4.1 The regular meetings of the full IRC will be held in person, through email, phone, or other forms of communication, as deemed most effective by the Chairperson.

4.2. Convened meetings

4.2.1: Frequency: A minimum of six meeting will be conducted in a year. The IRC meeting will be preferably on the first Monday of alternate month.

i.. A calendar shall be prepared in advance in the beginning of every calendar year.

ii. Additional meetings may be called by the Chairperson/Vice chairperson, as required (for example, to act on compliance issues or to meet submission deadlines). Any additional meetings must meet the quorum requirements (either in person or via teleconference).

4.2.2: Quorum- A quorum of the ten IRC members must be present to conduct a meeting. IRC meeting is not convened until a quorum is present. Although it is recommended that members be physically present, if physical presence is not possible, a member may be considered present if they participate through teleconference, provided the member has received all pertinent material prior to the meeting, must be able to participate actively and equally in all discussions, and their participation in that manner will be so noted in the minutes.

4.2.3: Agenda - An agenda is developed by the Secretary/ Joint Secretary prior to each meeting of the IRC and is distributed to the members prior to the meeting.

4.2.4. Conduct of the meeting-Meeting proceedings shall be chaired by the Chairperson/ Vice Chairperson and the Secretary / Joint secretary shall present the agenda as well as the minutes of the previous meeting for approval.

All proposals shall be discussed after the presentation by the investigator/ student in the presence of research guide in the order of submission and the comments shall be minuted and final decision shall be arrived at by consensus/ voting.

4.2. Communication of the status of the research proposal-

Communication of the status of proposal shall be:

Accepted/ Needs modification and submission/ Needs major modification and resubmission. The comments of the reviewers shall be attached as part of communication of the reviewer decisions where a research proposal requires adjustments or revision. These documents shall be reviewed and revised at the discretion of the Executive committee.

4.3 Minutes of the meeting

4.3.1 Minutes shall be prepared and recorded in the register by the Secretary/Joint Secretary.

4.3.2 The chairperson/Vice Chairperson shall review the minutes for accuracy and completeness and approve for circulation.

4.3.3 The approved minutes will be circulated within 7 days to the IRC members.

4.3.4 The minutes shall be confirmed at the next IRC meeting.

4.3.5 The Appointing Authority and the Principal /Dean shall be given copies of the confirmed minutes.

5.0 Record keeping

5.1. All research proposals shall be kept safely by the Secretary / Joint Secretary for at least three years for perusal.

5.2 A register for recording the receipt and dispatch of research proposals including the date of receipt, the status of the proposal and the date of approval of the proposal shall be kept.

5.3. A register for recording the minutes shall be kept.

6.0. Acknowledgement

The Appointing Authority ie the management of Sree Gokulam Medical College and Research Foundation especially the Director, is acknowledged for its foresight in recognizing the need for streamlining the functions and procedures of the Research Cell and the Institutional Research committee.