

OFFICE OF THE DEAN (RESEARCH)  
JIPMER, PUDUCHERRY - 6.

No: JIP/D(R)/CIR-PG/2018

Date: 01.03.2018

**CIRCULAR**

Departmental level screening of research projects submitted by postgraduates.

1. A committee constituted by the head of the department, comprising of departmental faculty members with or without invited faculty will evaluate the student research proposals, document the minutes and certify the student proposals before submission to ethics committee.
2. The total number of members should be at least 9 faculty among which 7 should be physically present during discussion. In case the department does not have that many faculty, the deficiency must be made up with faculty from other departments as per the guidelines from Dean (Research) office.
3. The Departmental screening group should definitely include the head / acting head of the department. All faculty members from Dept. must participate (minimum 75% attendance mandatory)
4. Responsibility of forming the committee for screening and scrutiny of research projects in a Department will rest with the Head of the Department (HOD).
5. HOD may incorporate experts in bio-statistics or study design.
6. HOD may invite other faculty members for the meeting to give suggestions
7. A final copy of the protocol along with the minutes of the meeting (mentioning the discussions and corrections suggested with signatures of the entire faculty in attendance in the meeting) should be submitted by the HOD to the division of research within 7 working days of the meeting date.
8. Guide will take full responsibility of ensuring that all the corrections are carried out before submission. HOD to ensure that all corrections in minutes of meeting are implemented and issue a certificate to the candidate.
9. Protocols to be submitted to IEC along with approval certificate.
10. Last date for submission of protocol to Ethical committee - Dean (Research) office

Batch	Without fine	With fine
January batch	30 <sup>th</sup> April	10 <sup>th</sup> May

11. All suggestions in the meeting must be minuted in proposed format.

S. No	Student's name	Guide & Co-guide	Title of the topic	Suggestions by members	Accepted and corrected by investigators

**Mandate of the screening group** - Mandate is strictly advisory and not regulatory

1. To assess the clinical utility and scientific validity of the research question and/or hypothesis of the study
2. To assess and suggest improvements in title, objectives, methodology and suggest improvements in the conduct of study.
3. To assess the feasibility of methodology for infrastructure and finances available
4. To suggest improvements for enrolment of subjects or samples and ensure conformity with ICMR ethical guidelines
5. To ensure adherence to Institute format including references as per Vancouver format.

Any grievance(s) related to proposal review process may be addressed to the office of the Dean (Research) through proper channel. The Dean (Research) may ask the JSAC to review PG protocols under dispute for a final decision.

The respective Heads of Departments are requested to bring this circular to the attention of the students concerned.

  
DEAN (RESEARCH)  
संकाय-अध्यक्ष (अनुसंधान)  
Dean (Research)  
जिपमेर / JIPMER,  
पुदुच्चेरी / Puducherry

To

All the Heads of Departments, Faculty members, JIPMER.

Copy to

The Director / Dean (Academic) / Medical Superintendent, JIPMER.

**Proposed combination of Departments for Screening of Research Proposal**

1. Biochemistry + Physiology
2. Microbiology + Pulmonary Medicine
3. Surgical Oncology + Medical Gastroenterology + Plastic Surgery
4. Ophthalmology + ENT
5. Orthopaedics + Emergency Medicine
6. Urology + Nephrology + Paediatric Surgery
7. Radiology + Nuclear Medicine + Medical Oncology + Radiotherapy + Surgical Gastroenterology
8. Neurosurgery + Neurology+ Endocrinology
9. PSM and Biostatistics
10. Obstetrics and Gynaecology
11. Pathology and Transfusion Medicine
12. Anaesthesiology
13. Paediatrics + Neonatology
14. Medicine
15. Surgery
16. Pharmacology + Clinical Pharmacology
17. Clinical Immunology + Cardiology + CTVS
18. Anatomy+ Forensic Medicine and Toxicology
19. Psychiatry + Dermatology & STD



DEAN (RESEARCH)

संकाय-अध्यक्ष (अनुसंधान)

Dean (Research)

जिपमेर / JIPMER,

पुदुच्चेरी / Puducherry