



जवाहरलाल स्नातकोत्तर आयुर्विज्ञान शिक्षा एवं अनुसंधान संस्थान  
**JAWAHARLAL INSTITUTE OF POSTGRADUATE MEDICAL EDUCATION & RESEARCH**  
 (स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)  
 भारत सरकार / **GOVERNMENT OF INDIA**  
 (An Institution of National Importance under Ministry of Health & Family Welfare)  
 धनवंतरी नगर, पुडुचेरी / Dhanvantari Nagar, Puducherry – 605006  
 Website: [www.jipmer.edu.in](http://www.jipmer.edu.in)

Phone: 0413 – 2296101

Fax: 0413 – 2272067, 2272735



**OFFICE OF THE DEAN (RESEARCH)**

No: JIP/Dean (R)/Cir-PGRMC-I/Session/Batch/Jan-2025

Date: 01.01.2025

**CIRCULAR**

**Role of Departmental Postgraduate research monitoring committee (PGRMC):**

1. PGRMC which is constituted by the head of the department, comprises of departmental faculty members and a few invited faculty, if the departments have a small number of faculty members. The members will evaluate the student research proposal, document the minutes, and issue an approval certificate for submission to the ethics committee (as per the format enclosed) .
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 of faculty from other departments as per the guidelines from Dean (Research) office.
3. The Departmental PGRMC should include the head / acting head of the department as its chairman. All faculty members from the Dept. must participate (minimum 75% attendance mandatory) as members of the committee. The chairman will appoint one of the faculty members as the member-secretary.
4. Responsibility of forming the committee for screening and scrutiny of dissertation projects in a Department calling for the meeting, issuing the certificate to student and submitting the minutes to the Dean (Research) office will rest with the Head of the Department (HoD) /chairman and the member – secretary of the committee
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. HoD should submit 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) to the division of research within 7 working days of the meeting date.
8. The 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 student.
9. Protocols to be submitted to IEC along with the PGRMC approval certificate (Format enclosed).
10. **The details of intramural budget should be discussed and approved in the PGRMC meeting.**
11. All suggestions in the meeting must be noted in the following format.

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

12. Last date for submission of protocol to Ethical committee - Dean (Research) office

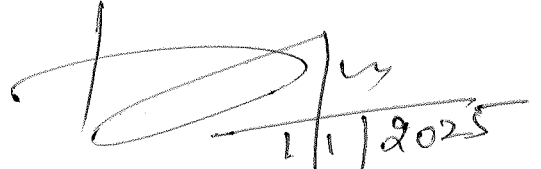
Batch/Session	Last Date	Late Submission Without fine	Late Submission after 30 <sup>th</sup> April-2025
January - 2025	31 <sup>st</sup> March, 2025	From 1 <sup>st</sup> April, 2025 to 30 <sup>th</sup> April, 2025	Not Allowed

\* Data collection to be done only after ethics committee approval.

**Mandate of the Committee:**

13. To assess the clinical utility and scientific validity of the research question or hypothesis of the study.
14. To assess and suggest improvements in title, objectives, methodology and suggest improvements in the conduct of study.
15. To assess the feasibility of methodology for infrastructure and finances available.
16. To suggest improvements for enrolment of subjects or samples and ensure conformity with ICMR ethical guidelines.
17. 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 channels. The Dean (Research) may ask the JSAC to review PG protocols under dispute for a final decision.

  
**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.

**The combination of Departments for constituting PGRMC Committee -**

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

**DEAN (RESEARCH)**

## Format



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No.

Date:

### Departmental PG Research Monitoring Committee

#### CERTIFICATE

This is to certify that the PG dissertation proposal with the following details has been approved by the **Departmental PG Dissertation Monitoring Committee**, held on xxxxxx, subject to clearance by the Institute Ethics Committee.

**Title of the proposal:** xxxx

**Name of the postgraduate:** xxxx

**Name of the postgraduate course:**

**Date of joining the postgraduate course:** xxxx

**Name of the Guide:** xxxx

**Name(s) of Co-guides(s):** xxxx

1. The details of budget are discussed and it is certified that requirements listed are relevant and appropriate to the research proposal.
2. The biosafety aspect of the proposal was considered and the proposal is /is not (strike out whichever is NOT applicable) needed to be submitted to the institute Biosafety Committee for approval.

Signature/Seal  
Member–Secretary

Date:

Signature & Seal  
HEAD OF THE DEPARTMENT

Date: