Departmental Research Committee (DRC)

Constitution & Function

An apex committee of each concerned department dedicated to conception, designing, analyzing and monitoring various research activities of Undergraduates, Post-graduates and Faculty prior to and after approval by SRC and IEC,

CONSTITUTION

- Chairman DRC: HOD of the dept
- Co- Chair DRC: Assistant Professor/Assoc Prof. to note the suggestions during discussion and disseminate to guides co-guides and to prepare the minutes of the meeting.
- Members: 5-7 faculty minimum (if a dept has less than 5 total faculty then it has to be merged with related broad specialty

  Ex: dept of Forensic can be combined with Pathology dept)

- For approval of Projects, minimum of 4 faculty members along with the co-guides from other departments should be present in the initial proposal presentation by the UGs, PGs and Faculty.
- Should invite Biostatistian or Research Statistical Assistant so that all clarifications about Statistical methods for the Project are finalized after due discussions.

Revisions can be approved by e-mail.

A group email / Whatsapp is desirable with addition of SRC/IEC member secretary.

DEPARTMENTAL REVISION FORMAT*

Dept. S. No& Date	Name of the Investigator (UG/PG/Faculty)	Co-Investigators Guide/Co-Guide)	Title of the Project	Suggestions /Corrections to be made	Corrections highlighted with Page numbers

*can be made to landscape

After presentations, this form should be mailed to the investigators to submit revisions to the DRC Chairman.

After the duly corrections were made, and satisfied by the chairman, the final copy which is approved by the DRC, should be mailed to SRC.

SRC would intimate the date of presentations along with a copy to Dean Research

Waiver of presentations or to expidate the approval to be mentioned in the cover letter if necessary.