

**BHARATI VIDYAPEETH
(DEEMED TO BE UNIVERSITY), INDIA
DENTAL COLLEGE & HOSPITAL, PUNE
INSTITUTIONAL RESEARCH COMMITTEE**

Standard operating Procedure:-

1. The IRC meeting will be held twice in a year.
2. The research proposals of postgraduate students are received within 6 months of their enrollment. The research proposals of PhD/faculty & undergraduate students/interns are also accepted when submitted to the IRC.
3. Issue of notices for submission of research proposals in the prescribed format to IRC
4. The post graduate students are required to submit one hard copy and soft copy in a single folder to be mailed to **Irc.dchpune@bharatividyaapeeth.edu** of synopsis along with documents mentioned in the check list on or before the date announced by the IRC co-ordinating committee. Failure to do so, a fine of rupees 100/week will be instituted.
5. Scrutinize the research proposals as per the standard check list.
6. Reply to all the investigators on the schedule of the conduction of the IRC meet.
7. The proposals received by the Chairman are placed before the **Institutional Research Committee** by means of a short presentation made by the principle investigator. It is mandatory for the investigators Guide to be present on the day of presentation.
8. The IRC co-ordinating committee can **co-opt two external members** to review the proposed synopsis before submitting to the IR Co-ordinating committee.
9. The members of Research Committee discuss the proposals and co-ordinator communicates to the researchers informing them about the discussion through letters.
10. According to the decision of the Committee the proposals are forwarded to Ethics Committee/animal ethics committee or are discussed in a subcommittee meeting after resubmission. The same is informed to the Principle Investigator regarding the approval, resubmission, rejection and a letter is issued regarding the same.
11. Those proposals not requiring IEC /AEC approval are approved by the IRC only.
12. A meeting of Ethics Committee is organized and then final acceptance letters are issued to the researchers.
13. A record is kept of all these proceedings.



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