RESEARCH COMMITTEE

**Purpose**: To ensure and to encourage good research practice at K. J. Somaiya College of Physiotherapy and to increase the quantity and quality of research projects.

**Scope**: This SOP applies to the constitution of the research committee, roles and responsibilities of members of the research committee and maintenance of all activities and documents. It is applicable to all the faculty and students at K. J. Somaiya College of Physiotherapy.

**Objectives**:

1. To conduct regular research meetings for the update of research activities at the institute.
2. To conduct weekly research seminars for developing research aptitude amongst faculty.
3. To coordinate with ethical committee for approval of research projects.
4. To facilitate paper and poster presentations in various conferences by student and faculty.
5. To plan research budget.

**Roles and Responsibilities**: 

Any research activity at K. J. Somaiya College of Physiotherapy would follow following steps:

1. Plan the synopsis in consultation with guide.
2. Present the synopsis in Institutional Review Board meetings and incorporate the suggestions given by committee.
3. Present the corrected synopsis in Institutional Ethical Committee Meeting for final approval.
4. After obtaining IEC approval, collect the data and submit the review report to research committee.
5. Prepare the final manuscript and submit in the appropriate journal after discussing with research committee.
Research Committee Should:

1. Inform all student and faculty about the university research circulars.
2. Conduct regular research meetings and maintain the minutes of the meeting.

Responsibilities:
Members,
1) Dr. Hutoxi Writer (PT)
2) Dr. Annamma Varghese (PT)
3) Dr. Mayur Revadkar (PT)

Principal: Dr Shweta Manwadkar (PT)

Meetings: Quarterly and when required

Effective Date: 1st August 2018