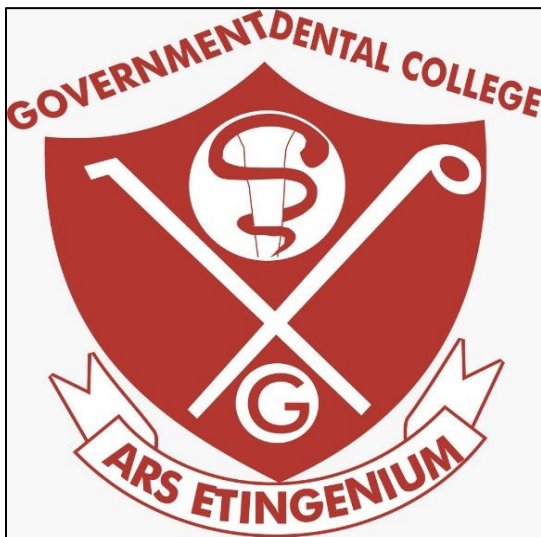


STANDARD OPERATING PROCEDURE
RESEARCH AND DEVELOPMENT CELL (RDC)



GOVERNMENT DENTAL COLLEGE
& HOSPITAL, MUMBAI

INTRODUCTION

The **Research and Development Cell (RDC)** of the Government Dental College and Hospital (GDCH), Mumbai is a pioneer institute in India and instrumental in fostering education, training, research and innovation within the field of dentistry. Its main goals include elevating the quality of dental education, catering better patient services to the community and motivating the young dental fraternity to learn and carry out research for the betterment of profession and society. In the view to achieve these goals GDCH, Mumbai has established the “Research and Development Committee.”.

Its primary objectives and functions are as follows:

- **Enhancing the Quality of Dental Education:** Integrating science and clinical knowledge, research and innovations with the curriculum to ensure that the students receive advanced and quality education.
- **Inculcating Research among students and faculty:** With latest available literature and advanced knowledge, developing the insight of basic research among the students and faculty through various activities and workshops.
- **Promoting Research among students and faculty:** Advancing knowledge, improving healthcare practices, and staying updated with the latest developments.
- **Building a Good citizen through ethical practices:** Implementing strong and effective policies focused on research, innovation, technology and ethics to build responsible citizens of India.
- **Fostering inter-disciplinary and multi-disciplinary approach:** Gathering all experts from relevant fields on the same platform to solve the community problem through the research. Connecting clinical materials with laboratories for research leading to better patient care and improved public health.

VISION:

Development of a robust system for research, innovation, funding, and technology development, thereby enhancing the quality and outcome of dental education and patient services.

MISSION:

1. Creating a nurturing environment for research and encourage collaboration with various Institutions, Government, Universities, Industry, Community-based organizations, and other such agencies at Local, National and international levels.
2. Facilitating access to and mobilization of resources and adequate funding.

OBJECTIVES:

- 1. Research Policy Formulation:** Develop comprehensive research policies and identify key research focus areas.
- 2. Personnel, Equipment, and Financial Policy Development:** Formulate policies for the recruitment of research personnel, procurement of equipment, financial management, and ensuring adequate autonomy for principal investigators.
- 3. Research Outcome Dissemination:** Disseminate research findings to institute stakeholders and the broader public through research, patents and copyrights etc.
- 4. Collaborator Identification:** Identify potential collaborators (eg. person/industry) for research, innovation, and technology advancement.

5. Association and linkage with Funding Agencies: Serve as a liaison between researchers and relevant research fund agencies.

6. Institutional Coordination Enhancement: Foster coordination among various institutional cells including the incubation centre, innovation and entrepreneurship development, and intellectual property management.

7. Institutional Research Information System (IRIS) Development: Establish an IRIS for real-time sharing of ongoing project and program statuses.

8. Utilization of Retired Faculty/Scientists: Engage retired active faculty and scientists to mentor and contribute to the capacity building of young researchers.

9. Nodal Centre Establishment: Develop a central hub for organizing workshops and training programs while ensuring adherence to ethical research practices.

Governance Framework

At the **Government Dental College and Hospital (GDCH), Mumbai**, the Research and Development Cell is committed to fostering effective and robust research governance through dedicated leadership and experienced researchers. This governance framework supports essential elements such as faculty, staff, scholars, students, logistical resources (land, buildings, facilities), knowledge assets (research equipment, project utilities, consumables), and fund flow management.

The governance structure at GDCH, Mumbai, is looked after by a Research Advisory Council, led by the Dean of the institute. Department heads and committee leaders play pivotal roles in steering research activities. To ensure seamless functioning, the Research and Development Cell has formed specialized subcommittees. These subcommittees, nominated by

the Head and Members of the Research and Development Cell to facilitate effective coordination and management of research initiatives.



RESEARCH AND DEVELOPMENT CELL OBJECTIVES

The Research & Development Cell (RDC) supervises the planning, implementation, and monitoring of research activities at the Government Degree College (GDC), Mumbai, ensuring effective utilisation of facilities. To achieve this, the RDC will establish a clear organisational structure and formulate policies, regulations, and frameworks to govern research activities. The RDC will also foster close collaboration with the Ministry's Innovation Cell to leverage innovative plans and facilitate research.

RESEARCH COLLABORATION AND PRODUCTIVITY

The RDC will drive sustainable research and innovation, promoting quality research and enhancing productivity. To achieve this, the RDC will encourage collaboration between government, national, and international institutions, focusing on inter-disciplinary, trans-disciplinary, and multidisciplinary research areas. The RDC will also promote joint research

activities, resource sharing, and knowledge exchange to strengthen research capabilities and outcomes.

INFORMATION MANAGEMENT SYSTEM

- **Empowering Research Excellence through RIMS**

The Government Dental College and Hospital, Mumbai is poised to revolutionize research management with the implementation of a cutting-edge Research Information Management System (RIMS). This system is designed to streamline the collection, organization, and utilization of research-oriented data, covering a wide spectrum including publications, project collaborations, patents, and innovative discoveries.

- **Enhancing Information Accessibility**

RIMS will serve as a centralized platform for accessing vital resource centre information, spanning human capital, physical assets, and the invaluable repository of knowledge capital. By consolidating this information, RIMS ensures efficient access and utilization of resources critical for fostering research endeavours.

- **Facilitating Collaboration and Knowledge Sharing**

To promote collaboration and facilitate the dissemination of research outcomes, the RIMS committee will establish a dedicated blog or portal for institutional research information and repository. Furthermore, recognizing the importance of strategic partnerships, an MOU will be inked with UGC INFLIBNET. Through this collaboration, research information will be seamlessly uploaded and accessed via platforms such as Shodh Ganga, Shodh Gangotri, Shodh Sindhu, Shodh Chakra, and Shodh Shuddhi.

By harnessing the capabilities of RIMS, Government Dental College and Hospital, Mumbai is committed to fostering a culture of innovation, collaboration, and excellence in research management.

Nurturing Human Capital for Research Advancement

- **Ensuring Research Continuity**

It is imperative that members of the Research Development Committee (RDC), various committees, as well as administrative and technical staff, are committed to ensuring the seamless conduct of research activities. Their dedication is instrumental in maintaining the momentum of ongoing research endeavours and fostering an environment conducive to scholarly inquiry.

- **Empowering the Next Generation**

Distinguished faculty members and research scientists play a pivotal role in grooming young talent to fill the void left by the retirement of faculty members and researchers. It is essential to harness their expertise and mentorship to nurture the next generation of researchers, empowering them to drive forward the institution's research agenda and uphold standards of excellence in scholarship. Through mentorship and guidance, the transition of leadership within the research community can be smooth and successful, ensuring continuity and innovation in scientific exploration.

RESEARCH PROMOTION AND GUIDANCE

Empowering Research for National Development

Aligning with National Mandates

The Research Development Committee (RDC) is committed to conducting research activities that align with the mandates of various national missions, Sustainable Development Goals (SDGs), and initiatives such as Start-up India, all contributing to the vision of an Atma Nirbhar Bharat (Self-Reliant India). By focusing on research areas crucial to national development, RDC endeavours to drive innovation and progress towards self-sufficiency.

Facilitating Stakeholder Engagement

RDC serves as a guiding force for stakeholders by providing research guidance aimed at conceiving ideas, preparing research proposals for funding, and organizing capacity building programs and theme-based workshops. Through these initiatives, stakeholders are actively engaged in the process of ideation and innovative research in emerging areas, fostering a collaborative ecosystem conducive to impactful research outcomes.

Promoting Research Culture

In order to catalyse research interest among scholars and faculty members, RDC will introduce research incentives and recognition programs. These incentives serve as catalysts for fostering a vibrant research culture, encouraging scholars and faculty members to pursue excellence in their respective fields. By incentivizing research endeavours, RDC aims to inspire a new generation of researchers and contribute to the advancement of knowledge and innovation in key domains.

FOSTERING INNOVATION AND SUSTAINABLE PARTNERSHIPS

- Facilitating Technology Development and Business Centres

The Research Development Committee (RDC) is committed to providing a robust platform for technology development and business-centric facilities, catering to the needs of stakeholders. This platform serves as a hub for strategic partnerships, collaborations, sponsored or contract research, technology transfer, and the commercialization of research incubation, entrepreneurship, and start-up ventures. By fostering an ecosystem conducive to innovation and entrepreneurship, RDC aims to drive economic growth and societal impact.

- Strategic Financial Management

RDC plays a pivotal role in facilitating resource mobilization and creating a corpus for research and development from government sources, industry partners, and other funding agencies. Additionally, RDC channels corporate social responsibility funds towards sustainable research activities, ensuring that financial resources are utilized effectively to support impactful research initiatives. Furthermore, RDC explores avenues such as venture capitalists and angel investors to secure funding for research and innovation projects, enabling the translation of ideas into tangible solutions.

- Upholding Integrity and Ethics

Integrity and ethics are paramount in research endeavours, and RDC is committed to upholding the highest standards of ethical conduct and publishing practices at institutional, national, and global levels. To ensure compliance, a standard plagiarism check has been mandatorily implemented, with the requisite software (Smallseotools.com) made accessible to all researchers within the institute. Additionally, RDC actively sensitizes stakeholders about

dubious research and publishing practices, including predatory journals, thereby safeguarding the integrity and credibility of research outputs. Through these measures, RDC fosters a culture of integrity, transparency, and responsible conduct in research activities.

CAPACITY BUILDING

Empowering Stakeholders for Research Excellence

- ***Enhancing Research Capacity***

The Research Development Committee (RDC) is dedicated to equipping stakeholders with the latest advancements across diverse disciplines to push the boundaries of knowledge through impactful publications and technological contributions.

- ***Strategic Policy Development***

RDC defines policies to attract funding, improve accreditation rankings, and enhance the institution's brand image, fostering a conducive environment for research excellence.

- ***Promoting Continuous Learning***

Regular workshops, refresher courses, and group discussions are organized for capacity building, ensuring stakeholders stay updated and skilled in their fields.

RESEARCH MONITORING

Ensuring Research Progress and Quality Standards

- ***Monitoring and Evaluation:*** The Research Development Committee (RDC) will maintain regular oversight of research progress, ensuring efficient resource utilization and conducting timely reviews to ensure project completion according to schedule.

- ***Setting and Upholding Quality Standards:*** RDC will establish and adhere to precise quality benchmarks for research, aligning with global/international standards to uphold excellence in all scholarly pursuits.

Ensuring Publication Quality and Laboratory Standards:

- ***Publication Quality Assurance:*** The Research Development Committee (RDC) will conduct rigorous quality reviews, including SWOC analysis, or internal evaluation of research papers. Based on these assessments, appropriate journals indexed in Scopus, Web of Science, or recognized by UGC CARE will be recommended for publication.
- ***Laboratory Safety and Accreditation:*** RDC will ensure that research labs within the institution adhere to the norms of good laboratory practices and safety measures. Additionally, efforts will be made to have the labs recognized as Quality Improvement Programme (QIP) centres and accredited by the National Accreditation Board of Laboratories (NABL) to ensure compliance with international standards.

INTERNAL QUALITY ASSURANCE COMMITTEE (IAQC)

<i>Name of the faculty/ member</i>	<i>Name of faculty/ member</i>	<i>Name of the faculty member</i>
DR. WASUNDHARA BHAD	CHAIRMAN	DEAN & PROFESSOR, DEPARTMENT OF ORTHODONTICS AND DENTOFACIAL ORTHOPAEDIC
DR. EASWARAN RAMASWAMY	CO-ORDINATOR	PROFESSOR AND HOD, DEPT OF ORAL MEDICINE AND RADIOLOGY
DR. TABITA JOY	CO-ORDINATOR	PROFESSOR AND HOD, DEPT OF ORAL AND MAXILLOFACIAL PATHOLOGY AND MICROBIOLOGY
DR. DIMPLE PADAWE	MEMBER	VICE DEAN (ACAD), PROF & HOD, DEPT. OF PEDIATRIC & PREVENTIVE DENTISTRY
DR. JYOTI TEMBHURNE	MEMBER	VICE DEAN (ADMIN), PROFESSOR AND HOD, DEPT OF PROSTHODONTICS & CROWN & BRIDGE
DR. RAJESH GAIKWAD	MEMBER	PROFESSOR, DEPT. OF PERIODONTOLOGY
DR. SAYED ABRAR	MEMBER	PROFESSOR AND HOD, DEPT. OF CONSERVATIVE DENTISTRY AND ENDODONTICS

DR. SURYAKANT POWAR	MEMBER	ASSO. PROFESSOR & HOD, DEPT. OF ORTHODONTICS & DENTOFACIAL ORTHOPAEDICS
DR. KAVITA WADDE	MEMBER	PROFESSOR (ACAD) AND HOD DEPT OF ORAL AND MAXILLOFACIAL SURGERY
DR. SANDHYA NAIK	MEMBER	ASSO. PROFESSOR AND HOD, DEPT OF PUBLIC HEALTH DENTISTRY
MRS. PADMA ADHARI	MEMBER	ADMINISTRATIVE OFFICER
MR. MUFFADAL	MEMBER	UG STUDENT
DR. SWAPNIL DESAI	MEMBER	LOCAL SOCIETY
DR. SANGEETA BAROT	MEMBER	STAKE HOLDER
DR. SANDEEP PIMPLE	MEMBER	MEMBER ALUMNI
DR. YOGESH	MEMBER	INDUSTRIALIST

BOARD OF RESEARCH STUDIES (BORS) COMMITTEE

<i>Name of the faculty/ member</i>	<i>Name of faculty/ member</i>	<i>Name of the faculty member</i>
DR. WASUNDHARA BHAD	CHAIRPERSON	DEAN & PROFESSOR, DEPARTMENT OF ORTHODONTICS AND DENTOFACIAL ORTHOPAEDIC
DR. DIMPLE PADAWE	MEMBER	VICE DEAN (ACAD), PROF & HOD, DEPT. OF PEDIATRIC & PREVENTIVE DENTISTRY
DR. JYOTI TEMBHURNE	MEMBER	VICE DEAN (ADMIN), PROFESSOR AND HOD, DEPT OF PROSTHODONTICS & CROWN & BRIDGE
DR. EASWARAN RAMASWAMY	CORDINATOR	PROFESSOR AND HOD, DEPT OF ORAL MEDICINE AND RADIOLOGY
DR. RAJESH GAIKWAD	MEMBER	PROFESSOR, DEPT. OF PERIODONTOLOGY
DR. SAYED ABRAR	MEMBER	PROFESSOR AND HOD, DEPT. OF CONSERVATIVE DENTISTRY AND ENDODONTICS
DR. TABITA JOY	CO-CORDINATOR	PROFESSOR AND HOD, DEPT OF ORAL AND MAXILLOFACIAL PATHOLOGY AND MICROBIOLOGY

DR. SURYAKANT POWAR	MEMBER	ASSO. PROFESSOR & HOD DEPT. OF ORTHODONTICS & DENTOFACIAL ORTHOPAEDICS
DR. KAVITA WADDE	MEMBER	PROFESSOR (ACAD) AND HOD, DEPT OF ORAL AND MAXILLOFACIAL SURGERY
DR. SANDHYA NAIK	MEMBER	ASSO. PROFESSOR AND HOD, DEPT OF PUBLIC HEALTH DENTISTRY
DR. SONALI KADAM	MEMBER SECRETARY	PROFESSOR, DEPARTMENT OF ORAL MEDICINE & RADIOLOGY

RESEARCH AND DEVELOPMENT CELL

<i>Name of the faculty/ member</i>	<i>Name of faculty/ member</i>	<i>Name of the faculty member</i>
DR. AARTI GANGURDE	CHAIRPERSON	ASSO. PROFESSOR, DEPARTMENT OF PROSTHODONTICS AND CROWN AND BRIDGE
DR. MANOJ RAMUGADE	MEMBER SECRETARY	ASSO. PROFESSOR, DEPT. OF CONSERVATIVE DENTISTRY & ENDODNTICS
DR. JYOTI WANKHADE	SURVEY INCHARGE	ASSO. PROFESSOR, DEPT. OF CONSERVATIVE DENTISTRY & ENDODNTICS
MRS. MADHURI	STUDENT SECTION INCHARGE	
DR. JYOTI TEMBHURNE	MEMBER	VICE DEAN (ADMIN), PROFESSOR AND HOD, DEPT OF PROSTHODONTICS & CROWN & BRIDGE
DR. EASWARAN RAMASWAMI	MEMBER	PROFESSOR AND HOD, DEPT OF ORAL MEDICINE AND RADIOLOGY
DR. RAJESH GAIKWAD	MEMBER	PROFESSOR, DEPT. OF PERIODONTOLOGY
DR. SAYED ABRAR	MEMBER	PROFESSOR AND HOD, DEPT. OF CONSERVATIVE DENTISTRY AND ENDODONTICS
DR. TABITA JOY	MEMBER	PROFESSOR AND HOD, DEPT OF ORAL AND

		MAXILLOFACIAL PATHOLOGY AND MICROBIOLOGY
DR. SURYAKANT POWAR	MEMBER	ASSO. PROFESSOR & HOD DEPT. OF ORTHODONTICS & DENTOFACIAL ORTHOPAEDICS
DR. KAVITA WADDE	MEMBER	PROFESSOR (ACAD) AND HOD DEPT OF ORAL AND MAXILLOFACIAL SURGERY
DR. SANDHYA NAIK	MEMBER	ASSO. PROFESSOR AND HOD, DEPT OF PUBLIC HEALTH DENTISTRY
DR. SWAPNIL DESAI	MEMBER (SOCIAL WORKER)	ASSISTANT PROFESSOR, DEPT OF PEDODONTICS STATISTICIAN (JJ HOSPITAL)

INSTITUTIONAL ETHICAL COMMITTEE (IEC)

<i>Name of the faculty/ member</i>	<i>Name of faculty/ member</i>	<i>Name of the faculty member</i>
DR. VIVEK PAKHMODE	CHAIRPERSON	JOINT DIRECTOR DMER
DR. AARTI GANGURDE	MEMBER SECRETARY	ASSOCIATE PROFESSOR DEPT OF PROSTHODONTICS
DR. RAJESH GAIKWAD	CLINICIAN	PROF (ACAD) DEPT OF PERIODONTOLOGY
DR. DINESH DHODI	BASIC MEDICAL SCIENTIST	
DR. SANJAY JADHAV	LEGAL EXPERT	
DR. DATTATRAY VIBHUTE	SOCIAL SCIENTIST	
DR. SWAPNIL DESAI	LAY PERSON	

DENTAL EDUCATION TECHNOLOGY (DET)

DR. MANISHA SARDAR	CHAIRPERSON	ASSO. PROFESSOR (ACAD) DEPT OF ORAL PATHOLOGY
DR. NEERAJA JAISWAL	OFFICE INCHARGE	ASSO. PROFESSOR DEPT OF PROSTHODONTICS
DR. SANGEETA AMBHORE	MEMBER	ASST. PROFESSOR, DEPT OF CONSERVATIVE DENTISTRY AND ENDODONTICS
DR. CHITRA THORAWADE	MEMBER	ASST. PROFESSOR, DEPT OF PERIODONTOLOGY
DR. RAVI AKULWAR	MEMBER	ASST. PROFESSOR, DEPT OF PROSTHODONTICS

STANDARD OPERATING PROCEDURE:

The Research and Development Centres (RDC) at GDCH, Mumbai holds the responsibility of overseeing research endeavours across various academic tiers, encompassing Undergraduate, Postgraduate, Fellowship, PhD, and Faculty research domains. The RDC collaborates closely with several other entities, including the Internal Quality Assurance Cell (IQAC), the Institutional Ethics Committee (IEC) and other committees at GDCH Mumbai. Additionally, in partnership with a Research Advisory Committee, the RDC convenes biannually to deliberate on research agendas, assess progress, and formulate decisions pertaining to research undertakings.

All research proposals, whether In vitro or In vivo, must obtain clearance from the Institutional Ethics Committee (IEC). In vivo studies involve living organisms, necessitating ethical evaluation by the IEC, chaired by the IEC Chairman, for compliance with ethical standards. Upon meeting these standards, the research proposal receives an IEC certificate. Conversely, in vitro studies, conducted in controlled laboratory settings, require an IEC exemption certificate, signed by the Member Secretary of the IEC.

- In advance of submission deadlines, the heads of various academic programs (Undergraduate, Postgraduate, Fellowship, PhD, and Faculty) are tasked with communicating these deadlines to the Research and Development Center (RDC), enabling efficient planning and progression in the review process. It is imperative that all program heads ensure timely submission of research proposals to prevent any delays in forwarding them to the RDC.
- Submissions of research proposals/synopses by program coordinators must be in electronic format and directed to the RDC, specifically to the Member Secretary. Upon submission, coordinators should promptly obtain acknowledgment from the RDC Member Secretary to confirm receipt.

- For easier identification, electronic copies of research proposals and synopses should be labelled with clear and well-structured filenames. This practice streamlines the organization and retrieval of documents within the RDC's system.
- The designated coordinators should conduct educational sessions to familiarize researchers with the formatting guidelines crucial for preparing research proposals or synopses before submission to the RDC. Proposals not meeting formatting standards will be held until appropriately formatted.
- Research proposals or synopses from various academic programs (Undergraduate, Postgraduate, Fellowship, PhD, and Faculty) will be sent digitally via email to the designated email address of the Member Secretary IEC for ethical clearance.
- The IEC Secretary will transmit the research proposal/synopsis (SOFT COPY, VIA EMAIL) to the IEC Committee for evaluation regarding adherence to ethical standards and regulations.
- The IEC Committee will review the proposal and provide feedback within a week, ensuring timely responses in the ethical review process. Any clarifications regarding the research proposal will be communicated to the respective coordinators of Undergraduate/Postgraduate/Fellowship/PhD/Faculty via email.
- Coordinators are responsible for disseminating any queries or concerns raised by the IEC Committee regarding the research proposal to the department heads, faculty, and students. This facilitates communication and resolution of queries.
- Departments, faculty, or students should submit the clarifications sought by the IEC Committee to the respective coordinators within the stipulated timeframe (SOFT COPY), via email.

- Coordinators at different academic levels should compile and submit clarifications for research proposals/synopses to the IEC Secretary, utilizing email for submission and a WhatsApp message for notification.
- Upon the IEC's satisfaction with the clarifications provided by the principal investigator, the IEC certificate for the research proposal, signed by the IEC chairman, will be handed over to the designated coordinators. Subsequently, coordinators should distribute the IEC certificate to the respective departments, faculty, or students.
- Each synopsis/research proposal will receive a unique serial number, which should be utilized in all correspondence for easy reference.
- A template (word file) will be furnished to the IEC committee for addressing specific clarifications/modifications required for particular research projects/synopses.

VERIFICATION OF RESEARCH PROPOSAL BY RDC:

Concurrently, the research proposal will be presented before the Research and Development Centre (RDC), subject matter experts, statisticians, and any other pertinent stakeholders.

POST GRADUATE STUDENTS RESEARCH PROTOCOL:

- The research proposal/synopsis (soft copy) of first-year postgraduate (THESIS) submitted to the Secretary of the RDC by the PG In-charge will be considered for research proposal approval.
- No separate research proposal/synopsis needs to be submitted.
- Other postgraduate students (second/third year), fellowship students, faculty, undergraduate students, and PhD scholars can also submit their research proposal/synopsis within the stipulated time provided by the PG In-charge.
- Research proposals/synopses will be emailed to the respective subject experts and statisticians one day prior to their presentation.
- It is the responsibility of the Concern Department/subject Head of Department (HOD) to recommend three subject experts and statisticians to the RDC, providing necessary details such as designation, institution name, email address, and phone number.
- From the three suggested subject experts and statisticians, the RDC will select one for research proposal/synopsis approval.
- Research proposals/synopses will be presented on the scheduled date (provided by the Secretary of the RDC) by the postgraduate student in front of the subject expert, statistician,

PG student guide, Head of the department, Secretary of the Institutional Ethics Committee (IEC), Secretary of the RDC/Director of the RDC.

- Suggestions/modifications proposed by the RDC must be incorporated by the postgraduate students.
- Postgraduate students and their guides are responsible for making necessary changes before presenting to the Board of Research Studies (BORS) (for PG Thesis only).
- A standardized format Letter of RDC Approval will be issued by the RDC to all approved research proposals/synopses, including theses, signed by the Director of the RDC and the Secretary of the RDC.
- The PG student in charge must ensure that after RDC approval of the thesis, a BORS meeting is conducted to fulfil the necessary requirements of MUHS Nashik.
- It is the responsibility of the PG student in charge to liaise with the RDC and make necessary arrangements related to RDC meetings for undergraduate research proposal/synopsis approval.

UNDER GRADUATE RESEARCH PROTOCOL:

ICMR RESEARCH GRANT:

- The research proposal/synopsis (soft copy) of undergraduate students applying for ICMR GRANT, submitted to the Secretary of the RDC by the UG In-charge, will be considered for research proposal approval.
- Postgraduate students, fellowship students, faculty, and PhD scholars can also submit their research proposal/synopsis alongside undergraduate students within the stipulated time through

their respective in-charges. The procedure for research proposal/synopsis will follow the postgraduate research protocol.

- Research proposals/synopses will be presented on the scheduled date by the undergraduate student in front of their guides, the RDC, and Heads of Departments of all departments of Government Dental College and Hospital, Mumbai.
- Suggestions/modifications proposed by the RDC must be incorporated by the undergraduate students.
- A standardized format Letter of RDC Approval will be issued by the RDC for all approved research proposals/synopses, signed by the Director of the RDC and the Secretary of the RDC.
- It is the responsibility of the undergraduate in-charge to liaise with the RDC and make necessary arrangements related to RDC meetings for undergraduate research proposal/synopsis approval.

PhD RESEARCH PROTOCOL:

- The research proposal/synopsis (soft copy) of PhD Scholars (THESIS), submitted to the Secretary of the RDC by the PhD In-charge, will be considered for research proposal approval.
- No separate research proposal/synopsis needs to be submitted.
- Other postgraduate students (second/third year), fellowship students, faculty, undergraduate students, and PhD Scholars can also submit their research proposal/synopsis within the stipulated time provided by the respective in-charges.
- It is the responsibility of the Concern Department/subject Head of Department (HOD) to recommend three subject experts and statisticians to the RDC, providing necessary details such as designation, institution name, email address, and phone number.
- Research proposals/synopses will be emailed to the respective subject experts and statisticians one day prior to their review.
- A pre-synopsis meeting is scheduled on the date provided by the PhD In-charge. PhD Scholars should present the synopsis in front of the Research Advisory Committee of the institute, subject experts, and statisticians. Suggestions/clarifications sought by the committee should be incorporated by the Scholars.
- It is the responsibility of the PhD scholar and their Guide to implement the necessary changes.
- Once the necessary changes are made as per the suggestions from the Research Advisory Council, a certificate of research approval will be issued by the Research Advisory Council.