



SRI MUTHUKUMARAN MEDICAL COLLEGE HOSPITAL AND RESEARCH INSTITUTE

(Affiliated to the Tamil Nadu Dr.M.G.R. Medical University)

Chikkarayapuram, Near Mangadu, Chennai - 600069
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INSTITUTIONAL REVIEW BOARD/ SCIENTIFIC ADVISORY COMMITTEE STANDARD OPERATING PROCEDURE MANUAL

Table of Contents

S.No	Contents	Page No
1.	Purpose	2
2.	Members	2-4
	i) Internal members	
	ii) External members	
3.	Scope	5
4.	Responsibilities	5
5.	Review process	5
6.	Decision on proposals	6
7.	Funding and Resource Allocation	6
8.	Research Ethics and Integrity	6
9.	Collaboration with IEC	7
10.	Monitoring and Evaluation	7
11.	Registers and forms	7
12.	Approval	7
13.	Annexure	8-9



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1. Purpose:

The purpose of this Standard operating procedure (SOP) manual is to describe the process of review of research proposals by Scientific advisory committee (SAC), SMMCHRI.

2. Members:

The following members constitute the scientific advisory / research committee of SMMCHRI

Internal Members:

S.No	Name	Position Held	Specialization	Address
1	Dr. R.Jayanthi	Chairperson	Cardiothoracic Surgery	Dean, SMMCHRI, Chikkarayapuram, Near Mangadu, Chennai – 600069. Email: dean@smmchri.res.in Mob:9840025339
2	Dr. Saraswathi.,M.D.,	Member - Secretary	Pathology	Professor and Head Department of Pathology, SMMCHRI, Chikkarayapuram, Near Mangadu, Chennai – 600069. Email: pathology@smmchri.res.in Mob: 9445628808
3	Dr. N.Sowmya, M.D.,	Assistant Member – Secretary & Co-ordinator	Microbiology	Associate Professor Department of Microbiology, SMMCHRI, Chikkarayapuram, Near Mangadu, Chennai – 600069. Email: drsowmyasathish@gmail.com Mob: 8056046731.



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4.	Dr. Suzanne Maria D'cruz, M.D.,	Member	Physiology PG Director	Professor Department of Physiology, SMMCHRI, Chikkarayapuram, Near Mangadu, Chennai – 600069. Email: susanmddr@gmail.com Mob: 9840332040.
5.	Dr.P. Ramanujam	Member	General Surgery	Professor and Head Department of General Surgery SMMCHRI, Chikkarayapuram, Near Mangadu, Chennai – 600069. Email: de.p.ramanujam@gmail.com Mob: 9841154170
6.	Dr.SampathKumari M.S.,	Member	OBG	Professor & Head Department of OBG SMMCHRI, Chikkarayapuram, Near Mangadu, Chennai – 600069. Email: drskumari@yahoo.co.in Mob: 9884813300
7.	Dr.E.Reyasudeen, M.D.,	Member	Anaesthesia	Professor and Head Department of Anaesthesiology, SMMCHRI, Chikkarayapuram, Near Mangadu, Chennai – 600069. Email: dr.rv.anaes@gmail.com Mob: 9444066434
8.	Dr.Rajalakshmi M.D.,	Member	General Medicine	Professor and Head Department of General Medicine, SMMCHRI, Chikkarayapuram, Near Mangadu, Chennai – 600069. Email: general@smmchri.res.in Mob: 9444580807
9.	Dr. M. Sunitha, M.S.,	Member	ENT	Professor and Head Department of ENT SMMCHRI, Chikkarayapuram, Near Mangadu, Chennai – 600069. Email: drsunithavas@gmail.com Mob: 9488037684.
10.	Dr. Asokan, M.D.,	Member	Psychiatry	Professor and Head Department of Psychiatry



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				SMMCHRI, Chikkarayapuram, Near Mangadu, Chennai – 600069. Email: tvasokan@gmail.com Mob: 9444018060.
11.	Dr.Malarvizhi.R. M.S.,	Member	Ophthalmology	Professor & Head Department of Ophthalmology SMMCHRI, Chikkarayapuram, Near Mangadu, Chennai – 600069. Email: docmalar@gmail.com Mob:9444172845
12.	Dr.Timsi Jain	Member	Community Medicine	Professor & Head Department of Community Medicine SMMCHRI, Chikkarayapuram, Near Mangadu, Chennai – 600069. Email: community@smmchri.res.in Mob:9551280101
13.	Dr.Deepapriya	Member	Community Medicine	Assistant Professor, Statistician Department of Community Medicine SMMCHRI, Chikkarayapuram, Near Mangadu, Chennai – 600069. Email: sbdpriya@gmail.com Mob:7299173365

External Members:

S.No	Name	Specialization	Address
1	Dr. L. N. Padmasani, M.D., MRCPCH.,	Pediatrics	Professor Department of Pediatrics, Sri Ramachandra Medical College Hospital and Research Institute (SRMC), Porur, Chennai- 600 116. Email: padmasani2001@yahoo.com Mob: 9445140200.
2	Dr. Luke Elizabeth Hanna, Ph.D.,	TB/HIV/Genetics	Scientist 'E' National Institute for Research in Tuberculosis (NITR) - ICMR, Chetpet, Chennai – 600 031. Email: hannatrc@yahoo.com Mob: 9840644376.
			Professor and Head



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3	Dr. N. Sanjeeva Reddy, M.D.,	Reproductive Medicine	Department of Reproductive Medicine, Sri Ramachandra Medical College Hospital and Research Institute (SRMC), Porur, Chennai- 600116. Email: royalnsr@gmail.com Mob: 9841031131.
4	Dr. Vijayaraghavan, Ph.D.,	CRF / Pharmacology	Director for Research Saveetha Medical College Hospital, Kuthambakkam, Tamil Nadu 600124. Email: dir.res.su@gmail.com Mob: 9941220727.
5	Dr. Shanthi Edward, M.D.,	Community Medicine	Professor Department of Community Medicine, SreeBalaji Medical College Hospital and Research Institute, Chennai – 600044. Email: edwardshanthi56@gmail.com Mob: 9840331573.
6	Dr. Thiagarajan Ravinder, M.D.,	Rheumatology	Professor of Rheumatology, Kilpauk Medical college Hospital (KMC), Email: drtravinder67@gmail.com Mob: 9382863819.
7	Dr. B. Anandan, Ph.D.,	Genetics	Associate Professor Department of Genetics, Dr. ALM PG IBMS, University of Madras – Taramani, Chennai - 600 113. Email: anand_gem@yahoo.com Mob: 9841383736.

3. Scope:

All research projects, study proposals and dissertation topics to be undertaken by undergraduates, postgraduates and faculty members in Sri Muthukumaran medical college hospital & research institute will be submitted for review and approval by SAC.

4. Responsibilities:

- i) Chairperson – Head of the committee, presides over the meeting and signatory authority of all concerned documents of SAC.
- ii) Member – Secretary will accept, review the proposals and issue the feedback certificate to the investigators.



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- iii) Assistant Member – Secretary will aid in organization of meeting and communication process among members and investigators, compiling the feedback form and maintenance of registers.
- iv) The external and internal members will complete the pre-review process and will give their feedback in the provided evaluation form in the SAC meeting.

5. Review process:

- i) The SAC committee meeting will meet twice a year or whenever necessary. The committee meeting will happen prior to Institutional ethical committee (IEC) meetings. An official circular will be issued to all the departments regarding the same by the Dean, Chairperson, SAC
- ii) All research projects, study proposals and dissertation topics to be undertaken by undergraduates, postgraduates and faculty members in Sri Muthukumar medical college hospital & research institute will be submitted for review and approval by SAC.
- iii) The proposals (One soft & one hard copy) will be accepted only in the assigned format (Annexure I). Soft copy to be send to smmchrisac@gmail.com
- iv) The completed proposals will be accepted by the Member secretary within the specified time. No proposals will be accepted after the speculated time.
- v) The completeness of the proposals will be reviewed by the Member – Secretary and each proposal will be sent to internal and external members for pre-review process through mail.
- vi) A member of SAC can excuse himself / herself as reviewer, if he/she is submitting a study proposal for the SAC.
- vii) The intimation of SAC meeting schedule will be sent through mail to all external, internal members and investigators.
- viii) The SAC meeting will be presided by the Chairperson, Dean of the institution.
- ix) About 50% of the total members is considered to be enough to proceed with the meeting.
- x) Meetings will be conducted by following all standard safety precautions.



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6. Decision on proposals:

The aim is not to say accept/reject, but to provide feedback in order to improve the quality of research.

The decision can fall into following categories:

- i) Approved
- ii) Approved with changes – Modified proposal should be submitted to member – secretary for final approval within a week time.

7. Funding and Resource Allocation and Plagiarism

Identify and communicate funding opportunities for research projects.

Establish criteria for accessing internal or external research grants.

Fund projects/publications/patent/copyrights as per the research policy

Recommend the selected faculty short term research proposals for intra mural funding every year.

Oversee and strengthen research of all departments.

Determine the allocation of resources, including laboratory space, equipment, and research support staff.

Prioritize projects based on their potential impact and alignment with institutional goals.

The postgraduate theses and papers for publication are to be checked for plagiarism and the candidates are to be recommended to modify the plagiarised content and approval to be given after there is no evidence of plagiarism. The manuscripts/ book chapters and books authored by the faculty are to be checked for plagiarism prior to publication, as per the norms of TN MGR Medical University.

8. Research Ethics and Integrity

Develop and disseminate guidelines on ethical conduct in research.

Provide training programs on research ethics for faculty and students.

9. Collaboration with IEC



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Collaborate closely with the Institutional Review Board (IRB) to ensure ethical review and approval of research involving human participants.

10. Monitoring and Evaluation

- i) Establish mechanisms for monitoring ongoing research projects.
- ii) Ensure compliance with approved protocols and ethical committee standards.
- iii) Address any issues or concerns that may arise during the research process.
- iv) Require periodic progress reports from researchers.
- v) Evaluate the impact and outcomes of ongoing research initiatives.

11. Registers and forms

The following registers and forms should be maintained by the Assistant member – secretary, SAC:

- i) Meeting Circular register
- ii) Study proposal (Soft & Hard copy)
- iii) Attendance of the meeting
- iv) Minutes of the meeting
- v) Assessment & feedback form from the reviewer
- vi) Decision on proposals

12. Approval

This SOP is approved by the Dean and will be reviewed annually or as needed.



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13. ANNEXURE I

Scientific Advisory Committee (SAC) – Proposal Format

Sri Muthukumaran Medical College Hospital and Research Institute

Chikkarayapuram, Near Mangadu, Chennai-600069

1. Name of the Investigator :
2. Mobile No & Email ID :
3. Designation :
4. Department :
5. Guide :
6. Course :
7. Co- Guide (If any) :
8. Title of the proposed research topic :

Signature of the investigator

Signature of Guide

Signature of HOD

TITLE:

1. Abstract:

Background:

Aim of the study:

Materials & Methods:

Expected outcome& Benefits:

2. Background:

3. Literature Review:

4. Study Aim & Objectives:

AIM:

OBJECTIVES:



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5. Novelty/ Innovation:

6. Methodology:.

- Study design:
- Study Population:
- Study group:
- Sampling method:
- Study period:
- Inclusion criteria:
- Exclusion criteria:
- Sample size
- Data collection method:
- Analysis plan:

7. Expected Outcome and Benefits:

8. Limitations:

9. References:

10. Patient Information sheet (Tamil/ English)

11. Informed consent form (Tamil/English)

Smith M.
IQAC COORDINATOR

R. Jayaram
DEAN
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