



# M. ISLAM MEDICAL & DENTAL COLLEGE GUJRANWALA

KNOWLEDGE, HONOR, EXCELLENCE

No.26/MIMDC/

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## Research Advisory Committee & its TORs

To foster a research-oriented culture among faculty and students, the Dental College has established a Research Advisory Committee (RAC). This committee will serve as the institutional body responsible for promoting, guiding, monitoring, and evaluating all research-related activities within the college. It will also ensure ethical compliance, quality assurance, and alignment with national and institutional research policies.

### 2. Composition of the Committee

**Chairperson:** Prof Dr Muhammad Sair, Pharmacology (Head of Research Committee)

**Members:**

1. Prof Dr Akmal Bhatti, HOD Community Medicine
2. Prof Dr Shahid Saeed, Physiology
3. Dr Syed Ahmed Mehmood Assoc. Prof Behavioral Sciences
4. Dr Muhammad Junaid, Assistant Prof DME
5. Prof Dr Nusrat Tariq, Physiology
6. Dr Muhammad Ayyaz , Associate Prof Medicine
7. Dr Faheem Asghar Associate Prof Anesthesia
8. Dr Muhammad Arshad Associate Prof Surgery
9. Muhammad Adeel Javed, Biostatistician
10. Dr Ahmed Ammar Shamsi, SR Maxillofacial Surgery

### 3. Frequency of Meetings

- a) The RAC shall meet quarterly (four times a year), or more frequently if required.
- b) Emergency meetings may be convened by the Chairperson upon request.
- c) A quorum shall consist of at least 50% of the total members.

### 4. Tenure of Members

- a) Members shall serve for a term of three years, renewable upon the recommendation of the Chairperson.
- b) Student members shall serve for one academic year.



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## **Terms of Reference (TORs)**

The following TORs outline the functions, authority, and operational framework of the Research Advisory Committee:

### **A. Policy Formulation and Planning**

1. Develop the institutional research policy, aligned with the vision, mission, and national research priorities.
2. Define the strategic research roadmap for the next 3–5 years, focusing on capacity building and quality assurance.
3. Recommend the establishment of research units or clusters (e.g., oral pathology, dental materials, community health).
4. Ensure alignment of college research with ethical standards and university-affiliated guidelines.

### **B. Research Capacity Building**

1. Organize faculty development programs, workshops, and seminars on research methodology, biostatistics, and publication ethics.
2. Facilitate student research engagement, such as final-year projects, community surveys, or intercollegiate competitions.
3. Support mentorship programs, pairing junior faculty or students with experienced researchers.
4. Promote collaboration with national and international research organizations.

### **C. Research Review and Monitoring**



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1. Review and approve all faculty and student research proposals before submission to the Institutional Ethical Review Committee (IERC).
2. Monitor ongoing research projects to ensure timely progress and compliance with approved protocols.
3. Evaluate final reports and publications, ensuring ethical authorship and acknowledgment of institutional support.
4. Maintain a research repository/database for completed and ongoing projects.

## **D. Coordination with Ethical Review Board**

1. Ensure that all research adheres to ethical principles of autonomy, beneficence, non-maleficence, and justice.
2. Coordinate with the Institutional Ethical Review Board for project approval.
3. Investigate cases of research misconduct, including plagiarism, falsification, and fabrication.
4. Encourage responsible conduct in publication and data sharing.

## **E. Research Funding and Resources**

1. Identify and recommend funding opportunities (internal/external grants, university allocations, etc.).
2. Oversee the utilization and accountability of research funds and budgets.
3. Advise management on infrastructure needs, research labs, digital databases, and statistical software.
4. Recommend incentives or recognition for outstanding research performance.

## **F. Research Dissemination**



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1. Encourage publication of research work in indexed, peer-reviewed journals.
2. Facilitate institutional research conferences, symposiums, and poster sessions.
3. Promote dissemination through digital platforms, newsletters, and institutional websites.
4. Strengthen the college's visibility by building a Research and Innovation Profile.

## **G. Reporting and Accountability**

1. Submit an annual research report to the Principal/Dean, highlighting achievements, ongoing projects, and challenges.
2. Maintain transparent minutes of meetings and records of all decisions.
3. Provide feedback to departments on proposal quality and future directions.

**Principal**  
**Prof. Dr Sami Ullah**  
**M. Islam Medical & Dental College, Gujranwala**