

ARMY COLLEGE OF NURSING, JALANDHAR CANTT


COLLEGE RESEARCH COMPENDIUM

RESEARCH COMMITTEES AND THEIR FUNCTIONS

The Research Committee has HRRP as mentioned below; are actively working for research. The committees are regularly meeting and doing various research related activities like motivation for research, reviewing of new research proposals, and quality check on research method, regular reporting of ongoing and completed research projects and promoting the publication.


INSTITUTIONAL ETHICS COMMITTEE (HUMAN STUDIES)

Sr.no.	Name & Designation	Position	Role
1	BRIG Anand Vembu (COMMANDANT MH)	Chairperson	Chairperson
2	Prof. M. Maheswary (Principal, ACN)	Member Secretary	Administrative
3	Lt. Col Tripti Agrawal	Member	Medical Office
4	Ms.Rajni (Principal project Officer)	Member (External)	Member
5	Mrs Anuradha (UNICEF)	Member (External)	Member
6	Ms. Banu Sri (Advocate)	Member (External)	Legal Expert
7	Dr. Vel Pandian (PhD Pharmacology)	Member (External)	Member
8	HOD (Research Dept. ACN)	Member	Nurse Educator


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FUNCTIONS OF HRRP:

- To evaluate all research proposals come from students and faculty of respected college.
- To discuss about methods and ethical aspects of the proposal as per need of college for submission.
- To classify the research projects under minimal risk or higher risk on ethical aspect subjects
- To organize the flow of research proposals.
- To collect regular reports of ongoing project & a complication report from researcher and submit same to SVIEC for the update.
- To motivate and guide for researcher.



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Policy on Research Conduct

This policy establishes the research environment within which academic staff and undergraduate research students carry out their research.

Objectives

- To develop a proactive mechanism for smooth implementation of research projects.
- To promote research culture among the staffs and students of the College.
- Simplification of procedures like sanctions/purchases for research projects and other aspect.
- To motivate researchers to apply for external funding agency.
- To promote the publication from all research projects.

Practices

- College research committee circulates the notification regarding inviting research projects from the students and staff twice in a year for special funds.
- Interested candidates write a research proposal in the prescribed format provided by research committee and submit it to research committee in given time limit.
- Research scholar can also apply for the research fellowship/ financial assistance / grant to College/External agency as per procedure guideline given by research committee.
- College research committee reviews the research projects thoroughly scrutinizes the submitted projects, identifies the need of research projects & thrust areas of research project submitted by research student/faculty/scholar of the respective department.
- The research projects which fulfill the entire criterion and satisfies the research thrust possessing will be considered for funding.
- The research committee will call external experts for reviewing of projects.
- The principal investigator has to obtain the permission before commencement


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of the research work.

- The Principal investigator should commence her project at the pre- decided date and complete in a stipulated time period.
- For external funding agencies, PI can ask any help require for support to Research Cell.
- Research cell developed the Biostatistics unit for helping researcher for calculation of sample size, analysis and other aspects.
- Research cell has strategy to meet individual researchers for motivation and solving operational problems.
- Every quarter research cell is conducting meeting with all PI of funded projects for operational issues and progress of research projects.

Research Procedures

Procedure for obtaining ethical clearance

- All proposals shall be submitted in the prescribed application form as per SOP of college research committee.
- All relevant documents shall be enclosed with application.
- The PI will submit one hard copy and one soft copy of the proposal along with the application and documents in prescribed format, duly signed by the PI and Co-investigators /Collaborators to the HRRP. The HRRP will review the proposal with details in context to methodology, feasibility, ethical aspect and other. If any weakness will be found, HRRP will ask PI to make correction and resubmit within the time limit. With the correction, PI will re-submit to HRRP. HRRP will forward the proposal with their comments on ethical aspect and send to chairperson for approval.
- The committee will acknowledge the receipt and indicate any modification.
- Based on HRRP comments the chairperson will take it as minimal risk or a high risk proposal. The minimal risk proposals will be granted permission without waiting full ethics committee.


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Procedure for obtaining informed consent

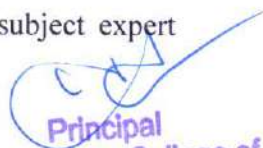
- The subjects should be aware about him/her participation in any research study.
- The PI has to explain complete information about research to participants in the format described in participant information sheet. If participant understands and agrees to sign informed consent voluntarily, the PI will proceed.
- For that, the subject needs to get signed in proposed informed consent form and Principal investigator should provide sufficient time to think to get enroll in the study prior to signed informed consent form.
- A copy of informed consent form should be provided to subjects for reference of research study enrollment.
- An informed consent form should be signed by PI, in front of subject and also need to mentioned date.

Procedure for writing research proposal and submission

- A format of proposal available in SOP of Institutional Ethics Committee
- Draft proposals submitted to Research cell via proper channel, i.e forwarded through sign of HOD and HOI.
- A draft proposal is reviewed by Research chairperson and format for college given to PI.
- Submitted proposals will be evaluated by a team of subject expert with chairperson. Comments will be given to PI and asked to re-submit with comments incorporation.
- Final proposal submitted in proposed format with budget. This will be presented in front of research committee. Committee will approve the fund.

Procedure on application for funding

- A Proposed format reviewed by Research Chairperson, and categorized into two area i.e Minor and Major.
- For minor research study, Research Cell will call for presentations of the study with documents.
- For major research study, Research cell, invites the external subject expert


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for the same, the whole team reviews study.

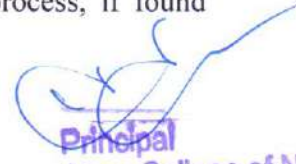
- Once review complete and comments will be given to PI for correction.
- Corrected version will be discussed in research grant committee at College level.
- Approved by grant committee will be informed to PI.

Procedure for using research facilities

- Applications are invited from researchers or researchers can write through HOD and HOI, to research Chairperson for use of research facilities.
- The applications are evaluated that required facilities are available or not.
- If feasibility matches, the application forwarded to Research in-charge will give comment on proposal for feasibility of use. The comments of In-Charge will be discussed at research cell and PI will be allowed to use central research facilities.

Procedure for sanction of funds, its utilization and maintenance of accounts

- The Principal investigator shall apply for the fund for his approved research project in a prescribed format and submit it with all necessary documents (mentioned in Letter issued to investigator regarding approval of the project along with a letter of clearance issued by the research committee) to the chairperson
- The application of the principal investigator for fund requirement will be scrutinized by the research office.
- The concerned Authority overseeing the research will approve or disapprove the application on the basis of the remarks after the scrutiny procedure.
- The research cell will issue a letter to Account office, college giving all details of principal investigator and the project.
- All research related purchases are done through college Purchase policy.
- Maintenance and other expenses are managed as per institutional policy.
- The research department will scrutinize the utilization certificate along with the attached proof of expenses. Principal investigator has to clarify query if any with regard to utilization certificate. After the due process, if found


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correct; the utilization certificate will be processed further and settle the accounts of that disbursement. Further to this the project becomes eligible for the next installment.

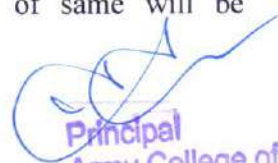
- If the principal investigator is utilizing paid services of parent hospital for the research project, he/she must get the credit note for the particular tests or services from the concerned in-charge of parent Hospital. The credit note should also be submitted along with the utilization certificate.
- The account office shall transfer the amount of parent Hospital credit note to the parent hospital A/c from the research cell account and same amount will be accounted in the principal investigator's research project budget.

Procedure on appointment of principal investigator, co- investigator, research scholars, award of research fellowship and human resource required for the research

- Study synopsis is invited from various sources to be getting completed in Research Cell.
- The research Chairperson contact area of person in respective department of respective institute, from where the area of research is related.
- The research director would provide feasibility questionnaire, it should be filled by interested person for that research study.
- After checking of all feasibilities, the research director will explain the all possibilities to them and society due this research study.
- Then research director allot that research study to the Principle Investigator.
- Research award is to be decided as per committee report.

Procedure for critical appraisal of research work done and paper published

- All the published paper or presentations are discussed by authors in department and respective platform. The report of same will be


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forwarded to research cell for incentive.

- For publication the data are collected in the format of Author's Name, title, Journal name with ISSN No., Year of publication, Indexed data base and *link* of publication.
- These data is compulsorily submitted by all the researchers and students for critical appraisal of the research work and publications.


Procedure on data capturing, monitoring and analysis

Data Capturing:

- The researcher will collect all the information of the research study participant on source document or proforma which will be prepared on the basis of the aim and objective of the research study.
- After completion of the collection of all required data it will be computerized in Microsoft Excel spreadsheet by Data Entry Personnel.
- This excel spreadsheet will be imported to the Systat Software.

Data Monitoring

- During data monitoring process, the data captured in the software and hard copy will be compared to check accuracy and completeness of the data.
- Data monitoring is required to ensure obvious data, errors, inconsistencies, data is not meaningful, omitted data.
- Cleaning of the data:
 - Data entry error: Making sure that source data were accurately entered
 - Eliminate Duplicate data entry
 - Identification of Missing value
 - Checking for invalid data values
- After cleaning of the data, data validation will be done to ensure the data are clean, accurate and complete.


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Data Analysis

- After the validation of the data, statistician will do statistical analysis based on the aim and objective of the research study.
- The result will be computed in both tabular format and graphical manner.

Procedure on maintenance of records and documents

- Bifurcation of all documents & record as per departments, which they come from.
- All research proposals are categorized into Research Proposal, Student Research proposal and Dissertation of student & staff.
- Study synopses are maintained by date & year wise in the file and cupboard of department & institutions.
- All types of approval are attached with respective study synopsis.
- Files are maintained with documents which are indexed in cover page of file.

Procedure on safety monitoring

- A study, which involves human subjects, the safety monitoring is done by taking consent from subject.
- In clinical trial, it is mandatory to do Audio Visual consent of patient for taking participation of trial.
- After participation of subject in any study, he/she has to come for next health check up as per protocol of study.
- Subject safety and confidentiality is main priority of principal investigator and co-investigator.
- Any treatment related to research study will be provided by PI free of cost to the subject.

Procedure for conduct of training

- Training of any faculty or students done by external trainer or internal trainers.
- For External trainer, invitation letter has to be sent in 10 day before training.
- The field of training, topic of training is decided prior, the target group is informed about training.


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- Training should be done in a simple format, so target group can understand easily.
- College encourages all training program with providing Travel allowance, Accommodation.

Procedure for conducting meetings

- Agenda of meeting circulated before 10 days to respected persons or meeting member.
- Invitation letter has to be sent to invitees if any external person invited for meeting.
- Discussion of matter of meeting, review of all members are noted down, if any recommendation is there, it should go for voting among members
- After completion, minutes of meeting written by organizing secretary of meeting
- Action taken should be noted after an appropriate time of meeting, minutes of meetings and action taken should be sent to each member of meetings.


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PUBLICATION POLICY


The policy is formulated to promote the researcher to carry out research and to create knowledge through their research outputs such as articles, papers, reports, conference proceedings and books. The college provides the facilities in which research may be carried out and to disseminate these research outputs, maximizing their visibility for access and use by others in the institution and worldwide.

Objectives

- To give a special thrust to research culture and publications in the university, thus improve the profile of college across the globe.
- To encourage researchers to publish their research outputs.
- To increase research profile, citation and impact of the college leadresearch.
- Maintain the long-term storage and preservation of research data, in particular data that enables the validation of research outputs and reported results
- To make available more easily bibliometric measures associated with research outputs such as citation counts and article impact factors.

Practices

- College research committee in consultation with institute level HRRP shall monitors the presentations/publications done by the students and faculties of the institute.
- Any student/faculty presents/publish the review/original research work/chapter in the book/books or makes patent on his/her research work done has to report the university through head of department and institution head to Research Cell in the prescribed format along with publication.
- College research committee, after further review on analyzed report of HRRP, will reward the research faculty/scholar by giving the specified incentives to respective research faculty/scholar for further motivation and inspiration formore intensive research.
- College research committee and HRRP shall maintain all the data, records and documentation regarding presentation/publication of the constituent units in their register.


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Plagiarism Policy

College Responsibilities

- Make the policy accessible to staff and students
- Make the procedures of the College plagiarism check
- Provide the anti plagiarism software tool for faculties and students
- Make inquiry against complain for plagiarism and take action accordingly.
- Ensure the implementation of policy and procedures of the concerning plagiarism within the college
- Support the use of appropriate anti plagiarism tool through HRRP coordinator
- Guide for any complain of plagiarism as per college rules
- Maintain confidential records of previous breaches.

Staff Responsibilities

- Know and consistently implement the policy and procedures of the college concerning plagiarism;
- Provide information to students about writing of paper and guide for same irrelevant to the discipline area;


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