

GRADUATE COMMITTEES (GC)
MTI – HMC & AFFILIATE INSTITUTIONS
Terms of Reference

Objective / Responsibilities

The Graduate committee will evaluate the synopsis/research proposals for technical and ethical considerations submitted by

1. **Postgraduate residents and house officers** of the respective departments of MTI-HMC/KGMC and its affiliate institutes.
2. **Undergraduate scholars** from institutes other than MTI-HMC/KGMC and its affiliate institutes if they want to conduct their research in MTI-HMC/KGMC and its affiliate institutes.

After evaluating the proposals, the chairperson of the committee will upload the decision for each proposal on the online dashboard (see below) and communicate the decisions as meeting minutes (one-pager) to the Advance Studies Research Board (ASRB).

Submission of proposals

All proposals shall be submitted online through a dedicated dashboard on the websites of Research Deanery KGMC / HMC. The dashboard will have detailed instructions and templates to help researchers submit their proposals efficiently. The proposals not meeting the basic requirements as laid down in the instructions will be returned with comments without being considered for review. Such proposals shall be submitted a fresh after rectification. The chairperson of the Graduate Committee will have access to the dashboard to review/download proposals under consideration as and when needed. Similarly, all communication with the researchers will be carried out through the dashboard and the linked email address.

Graduate committee meetings

All Graduate Committees shall meet at least once a month (preferably in the first week of the month) to review the proposals submitted in the previous month. The chairperson will circulate the agenda including the list of the proposals under consideration for the meeting. The researchers will be informed about the date/time and venue of the meeting through their dashboard account and the linked email ID. The researchers will present and defend their proposal (as per the template approved by ASRB) in the meeting. The GC shall reach one of the following decisions with consensus.

- **Approved.**
- **Approved with suggested changes.** (Upload revised copy under the same submission, along with a covering letter detailing all the changes made)
- **Revise and resubmit as a new submission** for the next meeting.
- **Rejected**
- **Referred to ASRB** for further review (with a note of justification for the referral).

All interventional studies / Randomized controlled Trials and studies involving sensitive matters like sexual harassment/stigma shall be referred to ASRB after rectifications of major deficiencies in the GC

The decision for each proposal will be recorded on the proposal review proforma and the online dashboard. A copy of the minutes of the meeting (one-pager) will be forwarded to the Advanced Studies Research Board. The ASRB will

issue certificates for the approved proposals. This certificate will be submitted as a mandatory document while applying for approval from Institutional Review & Ethical Board (IREB).