

# **RESEARCH DEGREE COMMITTEE & REVIEW BOARD (RDC&RB)**

**CENTRE FOR ADVANCED STUDIES & RESEARCH (CASR)**

**RAS BIHARI BOSE SUBHARTI UNIVERSITY, DEHRADUN**

## **OPERATIONAL GUIDELINES**

The Research Degree Committee (RDC) of the University besides its statutory Capacity shall also function as the Research Review Board (RRB) with re-defined & expanded scope in its role as the key body to oversee affairs related to research, its quality & effective management.

The Standard Operative procedures (SOP) of the Research Degree Committee & Review Board (RDC & RB), RBBSU, Dehradun constituted under the chairmanship of Pro Vice Chancellor, RBBSU, Dehradun & approval of the competent Authority, shall be as under:

1. The Board shall meet once every month on 2<sup>nd</sup> Saturday of the month.
2. Review meeting shall be held as, when & if the quorum for the meeting, i.e. members available and consenting to attending the meeting shall not be less than seventy five percent (75%) of the total members constituting the committee.
3. The Applicant / Principal Investigator (PI) of the Research proposal/s shall be required to apply in duplicate (hard copies) along with a soft copy of the proposal/s to the RDC & RB.
4. In run up to the meeting, the Research proposals received by the RDC&RB for review till & upto 15th of the month shall be distributed to the members for scrutiny, review and critical observation. Feedback from the reviewing members in terms of modification / rectification/ incorporation of information, if any,

into the proposal should reach the office of the RDC & RB not later than the 25th of the month.

5. Feedback from the reviewing members in terms of modification/ rectification/ incorporation of information, if any, into the proposal thus received shall be communicated to the applicant/ PI by mail and or telephone immediately on receipt of the same by the office of the RDC & RB.
6. The key sub-heads for Review by RDC & RB shall essentially be as prescribed by accredited research body/agencies(UGC, ICMR, ICSSR etc.) and shall define the extent & jurisdiction of review by the RDC & RB. However, review may also include cross-cutting issues involving Ethics in Research.
7. The reviewing process at the meeting shall also include a short presentation by the applicants/principal investigators to the RDC&RB on key & essential parameters set as review indicators.
8. An informed & unbiased decision in terms of eligibility of & recommending the proposals/studies to the Institutional Ethics Committee (IEC), RBBSU, Dehradun will be taken after due consideration of the input & observations by the members.
9. The quorum for decision on a particular study / proposal shall be at least seventy five percent (75%) of the total members reviewing the proposal.
10. In case a proposal/ study, on final evaluation is found not to have modified/ rectified/ incorporated information, if any, and as advised earlier on scrutiny & review by the reviewing member/s and thus found not appropriate so as to be recommended to IEC for further evaluation, shall be considered in the next cycle.
11. Recommendation / observations by the RDC & RB will be communicated to the applicant / principal investigator of the proposal concerned and the same shall

be communicated to the IEC within forty eight hours (48 hours)of the review meeting held.