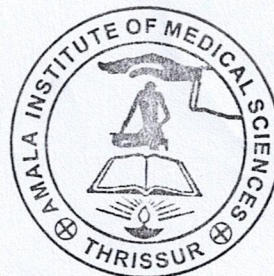


**AMALA INSTITUTE OF MEDICAL SCIENCE
THRISSUR-680555, KERALA**



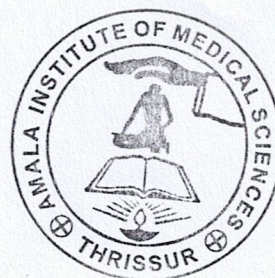
RESEARCH POLICY



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Research Policy

1. Introduction

Amala Institute of Medical Sciences is dedicated to enhancing the well-being of the community and patients by conducting research on lifestyle diseases, infectious diseases, and cancer, as well as by designing efficient healthcare systems. The institution perceives research, generation of novel evidence, and the pursuit of knowledge as crucial aspects of its mission. It is firmly committed to ensuring that all research endeavors are carried out in adherence to the highest standards of professional and ethical practices. Researchers and investigators, under the mentorship of their guides, bear the responsibility of abiding by the pertinent academic norms and regulations specific to their discipline, which includes recognizing the intellectual property of others and abstaining from any type of research misconduct.

2. Purpose of this Policy

The objective of these policies is to offer direction to Principal Investigators (PI's), Co-Investigators (Co-I's), Faculty, and staff of Amala Institute of Medical Sciences regarding the regulations concerning research conducted within the institution. These guidelines encompass the necessary instructions for supervising and managing research grants and all facets of research related to sponsored research, investigator-initiated research, and academic research in compliance with Kerala University of Health Sciences regulations, legal obligations, and other Institutional and sponsor prerequisites. The research policies of the institution aim to encourage and establish a research-oriented environment among the faculty, personnel, and students, with the goal of utilizing it to enhance the professional skills of faculty members and students. Additionally, it seeks to achieve the research objectives of the institution.

3. Vision

Our medical research is guided by ethical practices and innovative approaches. We are committed to using science to address societal needs through education and service, translating clinical challenges into practical laboratory solutions. With these principles and dedication, we aim to shape the future of medical research and healthcare.

4. Mission

To ethically and innovatively conduct medical research that directly addresses societal needs through education, service, and the translation of clinical challenges into practical laboratory solutions, thereby shaping the future of healthcare.

5. Objectives

1. Enhance societal well-being through impactful medical research and knowledge dissemination
2. Bridge clinical challenges and laboratory innovation to drive practical healthcare advancements:



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6. Scope of these Policies

These policies apply to all academic and administrative departments, divisions, units, and personnel of Amala Institute of Medical Sciences engaged in research activities, including the management of sponsored awards, investigator-initiated research, and academic research studies. The range of these policies will extend to all the administrative units of the Academy.

1. Amala Medical College
2. Amala Medical College Hospital
3. Amala Institute of Allied Health Sciences
4. Amala Cancer Research Institute

These policies will be applicable to:

- a. All staff, temporary and permanent, who are active in teaching, research, administration and provision of any form of support to the core functions of the Academy.
- b. All students who participate in research within Amala Institute of Medical Sciences
- c. All mentors, guides, external experts and sponsors associated with any of the research activities of the Academy

7. Philosophy

The Institutional Research Committee believes that ethical, innovative, and clinically relevant research is essential for advancing healthcare and societal well-being. Research at Amala is guided by integrity, scientific rigor, and social responsibility, with a focus on translating clinical challenges into evidence-based solutions.

8. Strategic Plan

The IRC aims to strengthen a structured research culture by mentoring faculty and students, ensuring ethical compliance, and promoting interdisciplinary and collaborative research. The committee will facilitate quality publications, funded projects, and capacity-building programs to enhance the institution's research impact and visibility

9. Research Committees in the Institution

- Research Advisory Board
- Amala Centre for Research and Innovation (ACRI).
- Institutional Research Committee(IRC)
- Institutional Ethical Committee(IEC)
- Amala Integrated Medical Research Department (AIMRD)

10. Research Promotion Cell in the institution

- Amala Centre for Research and Innovation (ACRI).
- Amala Integrated Medical Research Department (AIMRD)
- Clinical Research Unit

11. Purpose of Institutional Research Committee

The Institutional Research Committee (IRC) is the research body constituted to promote and develop an environment of research in the institute. It is constituted by members who have active interest in research and dedication to the concept of institutional research assessment and planning.



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12. Membership of IRC

The Committee is constituted by 14 members in addition to the Director of Institution. Principal is the Chairperson. The members (affiliated) will be nominated by the joint body of Director, Joint Director and Principal based on the expertise in the research filed with scientific publications. The members are nominated from the Pre-clinical, Para-clinical, Clinical and basic research departments. A biostatistician can also be nominated to the committee. The appointment of members is for 3 year terms (renewable).

IRC is reconstituted for a period of 3 years w.e.f 01.06.2023 with following members:

Sl.No	Members
1.	Rev. Fr. Julious Arakkal CMI, Director
2.	Dr Betsy Thomas, Principal
3.	Dr Rennis Davis, Vice Principal, Prof & HOD Pulmonary Medicine
4.	Dr Anoj Kattukaran, Professor & HOD of OBG
5.	Dr Kalyani Pillai, Professor of Padiatrics (Covener)
6.	Dr S Narayanan Potty, Professor of Medicine
7.	Dr Ajith T A, Professor of Biochemistry
8.	Dr Kishore P, Professor of Orthopaedics
9.	Dr T D Babu, Associate Professor, Research Centre
10.	Dr Divya S, Professor of Pathology
11.	Dr Sunu Lazar Cyriac, Associate Professor of Medical oncology & Hematology
12.	Dr Sruthi M V, Associate. Prof. of Community Medicine (Secretary)
13.	Dr Sreeraj V, Assistant Professor of Hematology
14.	Dr Boney Rajan, Assistant Profesoor of Pharmacology
15.	Jini M P, Lecturer in Biostatistics

13. Scope of IRC

- IRC is constituted to perform the following tasks
- Coordinately work with the Institutional Ethics Committee (IEC) for approving all research proposals prior to submit them for IEC.
- Develop and promote research activities among the faculty members as well as the students.
- Collaborate with the different national and international research organizations to bring in funded projects for the institute.
- Provide the necessary help to submit paper for publication in scientific journals.



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14. Conduct of IRC

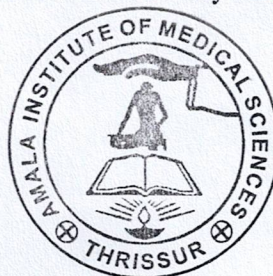
Each project proposal need to be submitted to the convener in a prescribed format with a covering letter at least 1 month in advance to the meeting.

Format of project proposal to be submitted to the convener

1. Title of the project
2. Details of Principal investigator (PI) and supervising faculty (name, affiliation, address, EmailID and Mob no.)
3. Introduction (minimum 300 words covering the background of the study from literature survey)
4. Relevance of the study/expected outcome of the study (50 words)
5. Aim and objectives of the study.
6. Materials and methods: Study design, period of the study and study settings, method or data/sample collection with inclusion and exclusion criteria, sample size calculation based on the recent/pilot study, Statistical assessment plan and references (minimum 8 and max 15 with within the recent 5 years in Vancouver style).
7. Bio-data of PI and supervising faculty.
8. Consent forms (in bilingual language)
9. Data collection sheet
10. Check list for the study, if any (should consult and approved by the bio-statistician- in case of scoring required in the check list)
11. Disclosure of conflict of interest statement and funding source.
12. Disclosure of name of all authors in case of future paper publication on the project proposal in scientific journals.
13. Name and signature of all investigators with a declaration statement that 'The above furnished details are true to the best of our knowledge'.

15. Process of Research paper approval in IRC

The Convener shall screen the proposals for the completeness of proposal. The selected proposal shall present in front of the committee. The meeting will be organized twice monthly (2nd & 4th Tuesdays of every month) as per submitted proposals. The secretary can call a meeting



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only if there are minimum 5 proposals for presentation. The 10 minute word presentation is advised in which title page with investigators details, Introduction with background, scope of the study, material method section with study design, period and setting of study, sampling/method of sample collection, study setting, sample size calculation, consent forms and check list (in word format preferable) and relevant references. The presentation should be followed by an open discussion of the proposal by the committee members. PI with the supervising teacher should present during the presentation. A meeting will be considered valid only if the Committee Quorum Members of five is fulfilled. The suggestions, if any, on the proposal need to be addressed in written reply to the convener before the date suggested. Multicentre /collaborative study should be submitted with the complete plan of the proposal with the details of all the investigators and project in each centre in the specified format given below. For collaborative study a memorandum of understanding should be submitted along with the proposal.

All the proposals (with no further commends or no query need to be addressed) will be approved and provide an IRC – ID number with date and signature of the convener. A copy of the approval will be retained in the IRC file. Minutes of the meeting will be documented for future reference.

Committee Quorum Members-5

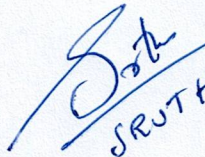
Chairperson/Convener/Secretary (any of two)
Members (3)

16. Duties of IRC secretary:

- Coordinate meetings, documentation of minutes and communication of decisions to respective members.
- Coordinate with the Quality Department regarding the functioning of the committee.
- Inform reconstitution of committee members/ or change in day of conducting committee to Director, Joint/Associate Director, concern Committee members and Quality Department through office order or mail.
- Submit Copy of office order (reconstitution) with Director's Signature and also the signed copy of meeting minutes within 1 week to the Quality Department.

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Dr. SRUTHI - N.V.