



PRINCIPAL OFFICE ORDER No: 05/JRC-JMDC/ 19th Feb / 2026

COMPOSTION OF DEPARTMENTAL RESEARCH COMMITTEE (DRC)

	Designation	Name
1	Head of Department (HOD)	Chairperson
2	Senior Faculty Members (2-4)	Member(s)
3	Junior Faculty Members	Member(s)
4	Departmental Research Coordinator / Focal Person	Secretary

TERMS OF REFERENCE (TOR) OF DEPARTMENTAL RESEARCH COMMITTEE

The Departmental Research Committee (DRC) shall function as the departmental academic body responsible for promoting, facilitating, reviewing, and monitoring research activities of faculty and students in accordance with PMDC accreditation requirements, and shall ensure that research remains an integral part of academic activities within the department.

1. Members shall be appointed by Principal on recommendation of HOD for a term of 3 years.
2. The committee shall promote & facilitate research activities of faculty and undergraduate students.
3. The committee shall strengthen research capacity and mentorship within the department and ensure compliance with ethical, institutional and regulatory requirements.
4. The committee shall identify departmental research priorities, develop an annual departmental research plan, and encourage collaborative and interdisciplinary research.
5. The committee shall review research proposals for scientific merit, feasibility, and methodological soundness before recommending to the Undergraduate Research Committee (UGRC), Technical Review Committee (TRC), and Ethical Review Committee (ERC).
6. The committee shall and maintain record of: Approved research proposals, Ongoing projects, Completed research, Publications and presentations of respective department.
7. The committee shall meet at least once every quarter; minutes of meetings shall be recorded and maintained , 50% attendance of members shall constitute the quorum.
8. The committee shall report to Research Cell & Research Advisory Committee by submitting minutes of meeting (MOM) on quarterly basis and Annual Research Activity Report in December each year.

Principal JMDC