

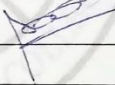
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JINNAH MEDICAL AND DENTAL COLLEGE




STANDARD OPERATING PROCEDURE Policy for Research Cell & Conducting Research

	NAME	DESIGNATION	SIGNATURE	DATE
PREPARED BY:	Dr. NASIM KARIM	DIRECTOR RESEARCH CELL		19-12-2025
REVIEWED BY:	DR. ATIF MAHMOOD	PRINCIPAL JMDC		19/12/25
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REVISION NO:				
DATE OF LAST REVISION:				
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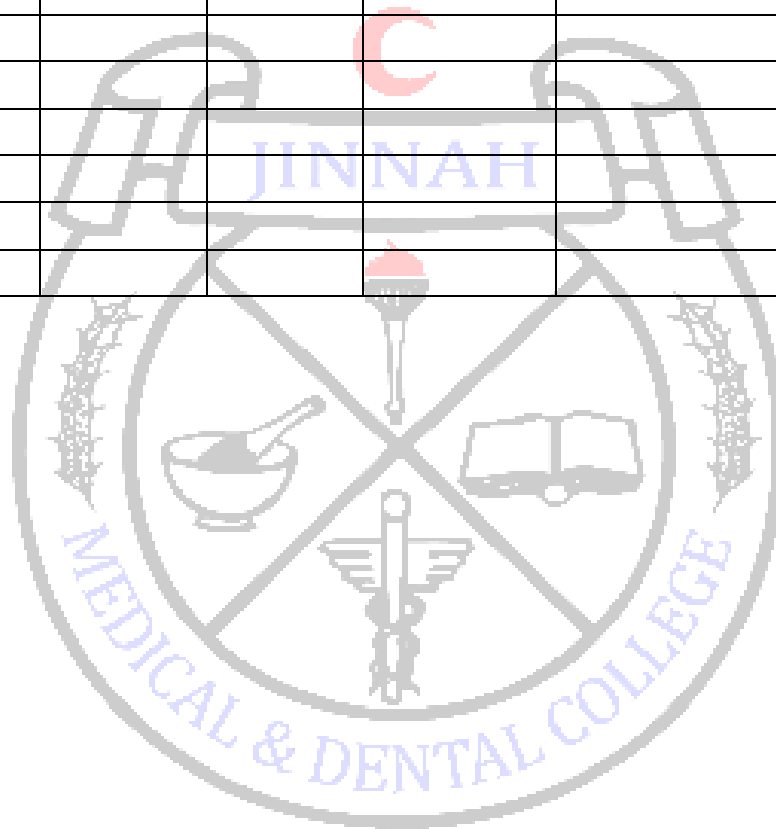
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DISTRIBUTION LIST:

The following personnel are on the controller distribution list:


- Principal JMC
- Principal JDC
- Vice Principal JMC
- Vice Principal JDC
- HODs of Teaching Departments
- Director Research Cell
- Heads of DRCs
- Chairperson RAC
- Chairperson TRC
- Chairperson ERC
- Chairperson UGRC
- Director Quality Enhancement Cell
- Director Finance
- Director HR



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TERMS AND DEFINITIONS:

Research Grant	Financial support provided for research projects approved by the BDMC Research and Development (R&D) Department.
Faculty Research	Research projects led by faculty members at JMDC.
Student Research	Research projects undertaken by undergraduate or postgraduate students under faculty supervision
Conference and Publication Support	Financial aid for presenting research at conferences or publishing in recognized journals
Research Infrastructure	Equipment, software, and resources required for conducting research
Research Grant Committee (RGC)	A panel designated to review and approve research funding applications.

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LIST OF ABBREVIATIONS:

JMDC: Jinnah Medical & Dental College

DRC: Departmental Research Committee

RAC: Research Advisory Committee

ERC: Ethical Review Committee


TRC: Technical Review Committee

UGRC: Undergraduate Research Committee

JJMDC: Journal of Jinnah Medical & Dental College

RGC: Research Grant Committee



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1. RESEARCH CELL

1.1 RATIONALE OF ESTABLISHMENT OF RESEARCH CELL

Research is concerned with increasing our understanding and providing us the information and knowledge required for problem solving and decision making. Research is usually categorized as basic and applied in order to make a distinction between research that is carried out to enhance our knowledge, and to apply this pre-existing knowledge to real-world problems. Institutions are the highest seats for the creation and dissemination of knowledge. Therefore, it is imperative for Institutions to be actively engaged in research in which knowledge is applied for the well-being of community and the nation.


Medical & Dental institutions specially are expected to carry out their functions along three pillars that are (i) Education, (ii) Clinical Care and (iii) Research. The Research output, among other aspects, influences the brand, reputation and competitiveness of any institution. To create a focused research ecosystem and to abide the directives of the Pakistan Medical & Dental Council (PM&DC), Jinnah Medical & Dental College (JMDC), Karachi has established a Research cell inaugurated on 18th December 2025. The aim of the research cell is to facilitate the faculty and students in multidisciplinary and applied research in the form of capacity building, financial support and resources` provision.

The Director Research Cell will be facilitated by Assistant Director, Research Advisory Committee (RAC), Technical Review Committee (TRC), Ethical Review Committee (ERC) and Undergraduate Research Committee (UGRC) for smooth accomplishment of the tasks. The working of TRC, ERC and UGRC will be evaluated by the Director, Assistant Director and RAC against their respective TORs on bi-annual basis. Whereas the working of RAC will be evaluated annually by the Director and Assistant Director of the research cell. Conversely, the Principal of the Institute will assess the services of the Director & Assistant Director of Research cell against the objectives of the Research cell on annual basis

1.2 ANTICIPATED BENEFITS FROM ESTABLISHMENT OF RESEARCH CELL

Establishing a dedicated research cell in a medical college or university offers numerous benefits, including advancing medical knowledge, improving patient care, enhancing educational quality, and boosting the institution's reputation.


(A) For Students and Faculty:

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- **Skill Development:** Students and faculty develop critical thinking, problem-solving, data analysis, and scientific writing skills essential for evidence-based practice.
- **Enhanced Education:** Research integration into the curriculum fosters inquiry-based learning, exposes students to the latest advancements, and helps them critically appraise scientific literature.
- **Career Advancement:** Research experience enhances applications for competitive residency programs and academic positions. Publications and presentations at conferences boost professional profiles.
- **Mentorship and Collaboration:** Research cells facilitate valuable connections and mentorship opportunities between junior students, senior students, residents, and experienced faculty, fostering a collaborative environment.
- **Innovation and Creativity:** A structured research environment encourages innovative ideas and the exploration of new interventions, from technology-based learning methods to new treatment approaches.


(B) For the Institution and Healthcare System:

- **Advancing Healthcare:** Research drives the discovery of new information about diseases, the development of new treatments and diagnostic tools, and improved prevention strategies.
- **Improved Patient Outcomes:** Research-active hospitals and healthcare professionals are associated with lower mortality rates and better patient care outcomes, as evidence-based practices are more readily adopted.
- **Streamlined Administration:** A dedicated cell centralizes and streamlines administrative processes such as grant applications, ethics approvals, and resource allocation, reducing the bureaucratic burden on individual researchers.
- **Increased Funding and Resources:** Successful research output attracts external funding from government bodies, industry partners, and foundations, improving financial resources and infrastructure for the institution.
- **Enhanced Reputation:** A robust research program raises the institution's profile and reputation, attracting high-quality faculty and students and facilitating inter-institutional collaborations.
- **Ethical Oversight:** Research cells ensure all activities comply with national and international ethical guidelines and regulations, promoting integrity in research and publishing.

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1.3 OBJECTIVES OF RESEARCH CELL

- 1) To meet the requirements of regulatory body PM&DC.
- 2) To foster quality of research in the institute on the advice of Research Advisory Committee.
- 3) To receive input from Departmental Research Committees as minutes of meeting (MOM)
- 4) To enhance capacity building of faculty & students in developing research protocol.
- 5) To enable faculty and students for conduct of study, write up of research papers.
- 6) To get evaluation of proposals of faculty and students by assisting committees the Technical Review Committee (TRC) & Ethical Review Committee (ERC) of the institute.
- 7) To ensure generation of approval letter by TRC & ERC to respective faculty & students.
- 8) To Identify and inform researchers about research opportunities announced by different academic, research, industry or government organizations.
- 9) To Identify and establish linkages, including MOUs with national and international research organizations.
- 10) To compile data on all research work /projects undertaken by the faculty and students into a database for an annual report
- 11) To resolve disputes between researchers over data or access.
- 12) To look into the issues such as academic misconduct, and conflict of interest
- 13) To ensure that all PIs will submit one copy of the research output (Hard & Soft) to the Research Cell of JMDC.
- 14) To organize research seminars, workshops and conferences for students and faculty.

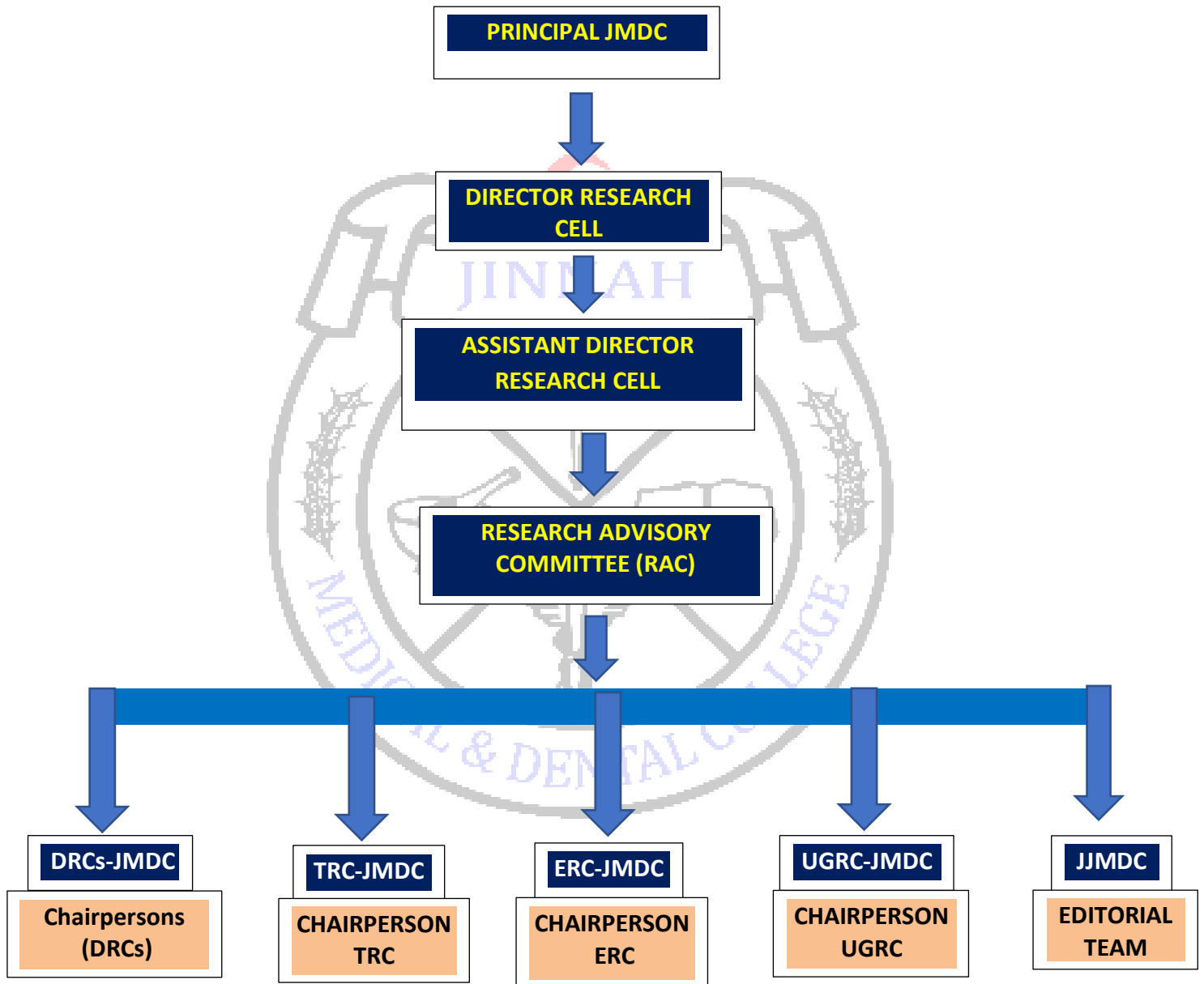
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1.4 COMPOSITION OF RESEARCH CELL JMDC


S#	Designation	Name	Qualification
1	Director	Prof. Dr. Nasim Karim	MBBS, MPhil, PhD, Post-Doc (USA)
2	Assistant Director	Prof. Dr. Naveed Ahsan	MBBS, MPhil
3	Coordinator	Dr. Bushra Kaleem	MBBS, PhD
4	Coordinator BMS	Dr. Saud Bin Irfan	MBBS
5	Coordinator CMS	Dr. Saad	MBBS
6	Coordinator Dentistry	Dr. Mohsin Haider	BDS, MDS
7	Statistician	Ms. Qurat-ul-ain Agha	Pharm-D, MSBE
8	Computer Operator	Ms. Sundus Faisal	MA Political Science

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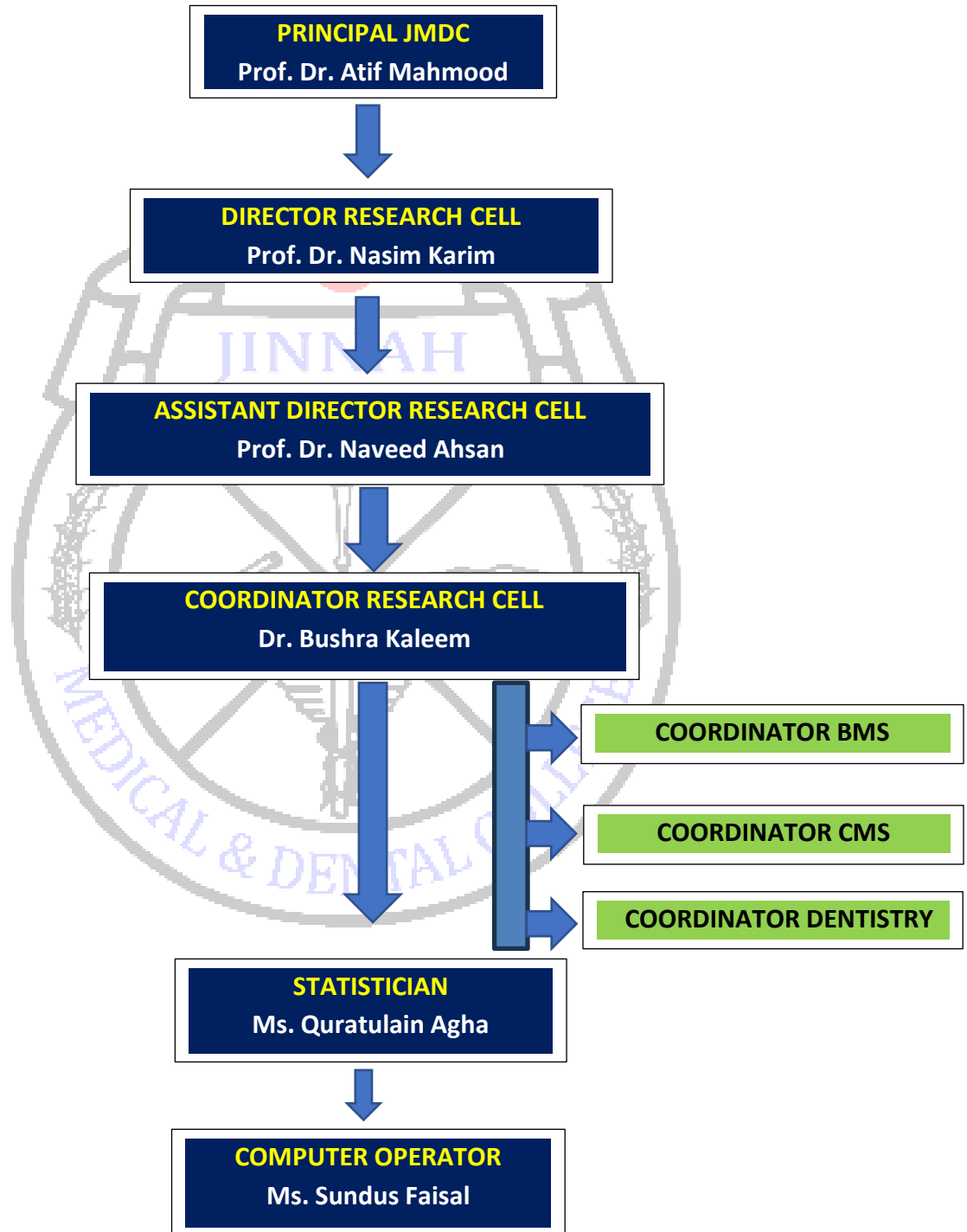
1.5 FUNCTIONAL ORGANOGRAM OF RESEARCH CELL




DRC: Departmental Research Committee, RAC: Research Advisory Committee, ERC: Ethical Review Committee, TRC: Technical Review Committee, UGRC: Undergraduate Research Committee, JJMDC: Journal of Jinnah Medical & Dental College

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1.6 OFFICE ORGANOGRAM OF RESEARCH CELL



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2. RESEARCH POLICY:

2.1 PREAMBLE

Research cell needs a comprehensive research policy to function effectively. Following are the details of this policy.

2.2 RATIONALE OF RESEARCH POLICY

(A) The aim and mission of JMDC is to contribute actively in the fields of medical education, research and innovation. This research policy has been developed to specifically pursue and engage in cutting edge basic, targeted, and applied research in all domains of medicine & dentistry. It is absolutely pertinent that faculty should carry out research in a transparent, responsible and ethical manner for advancement of knowledge and development of novel processes, technologies and products. It is equally important to ensure that the products and outcomes of such research are appropriately disseminated to reach the widest possible audience at both national and global levels.


(B) Another purpose of this Research Policy document is to establish an administrative structure within JMDC to support planning, implementation and application of research. The policy intends to lay down the norms for undertaking the research work. It will also facilitate the administrative processes by making it logical, smooth and transparent. This would enable and enhance research activities at JMDC and will improve the overall quality of research.

2.3 OBJECTIVES OF RESEARCH POLICY

- To create conducive environment enabling research in the institute.
- To provide guidelines for research and ensure consistent interpretation of the same.
- To bring improvement in clinical outcomes.
- To promote collaborative research: intra/ inter departmental and joint projects with other Institutions.
- To encourage publications in peer reviewed journals.
- To encourage presentations in National/ International conferences.
- To motivate generation of Intellectual property with potential for commercialization.
- To facilitate research that has an impact on community.
- To improve ranking of the institution.

2.4 APPLICABILITY OF RESEARCH POLICY

This policy provides a set of guidelines for conducting research and is applicable to all full - time faculty members and students of Jinnah Medical & Dental College (JMDC). Four

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committees at JMDC will maintain the implementation of the policy and quality of research. They will work under Director Research Cell and are (1) Research Advisory Committee (RAC), (2) Technical Review Committee (TRC), (3) Ethical Review Committee (ERC) and (4) Undergraduate Research Committee (UGRC).


2.5 RESPONSIBILITIES OF DIRECTOR RESEARCH CELL

Director Research Cell should work for advancing the JMDC research agenda, ensuring compliance, promoting measures to obtain funding, and providing strategic and administrative oversight by:

- Fostering quality of research in JMDC on the advice of Research Advisory Committee.
- Receiving input from Departmental Research Committees as minutes of meeting (MOM)
- Enhancing capacity building of faculty and students for developing research protocol, conducting study and writing up of research papers.
- Facilitating the working of Research Advisory Committee (RAC), Technical Review Committee (TRC) & Ethical Review Committee (ERC) of JMDC.
- Ensuring generation of approval letters by TRC & ERC to respective faculty & students.
- Informing researchers about research opportunities announced by different academic, research, industry or government organizations.
- Establishing linkages, including MOUs with national and international research Organizations.
- Facilitation of data compilation on all research work /projects undertaken by the faculty and students into a database for an annual report
- Looking into the issues such as academic misconduct, and conflict of interest
- Organizing research seminars, workshops and conferences for students and faculty based on the input of departmental Research Committees (DRCs)

2.6 RESEARCH ADVISORY COMMITTEE (RAC)

- RAC is established to meet the requirement of the regulatory body the PM&DC.
- Nominations of committee head and its members will be made by Principal Medical College followed by approval of ACM.
- It will ensure that the guidelines framed by TRC and ERC for faculty and students is at par with national and international guidelines and is consistently followed in the institution.
-

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- It will comprise of nine members, seven internal and two external members inclusive of chairperson and secretary. All with PHD/ FCPS qualifications having high intellect for research.
- Fifty percent of the RAC members will form the quorum.

2.6.1 FUNCTIONS OF RAC:

- To develop, monitor, and promote research activities within the institution as per national and international guidelines.
- To monitor the progress of all sub-committees (DRCs, TRC, ERC, UGRC) and research activities in college on bi-annual basis.
- To co-opt experts from the respective departments depending on the project proposal.
- To identify a perspective of research and major thrust areas/ themes for research, relevant to our community.
- To promote cutting edge researches on topics at par globally.
- To promote multidisciplinary research projects between different disciplines in the institution.
- To evaluate institutional research projects for funding by national / international agencies.
- To develop and implement initiatives to enhance research skills, including workshops, seminars, conferences, webinars, training programs and mentorship opportunities for faculty members and students.
- To monitor the progress of ongoing research projects, provide guidance and support to researchers, and ensure adherence to timelines.
- To foster collaborations and partnerships with other research institutions, organizations, and industry stakeholders to promote interdisciplinary and multidisciplinary research and advantage of additional resources and expertise.
- To submit minutes of meeting (MOM) to Research Cell on bi-annual basis.
- The RAC of JMDC will also perform the task of Research Grant Committee (RGC) after reviewing the research funding applications.

2.7 TECHNICAL REVIEW COMMITTEE (TRC):

The TRC-JMDC is established to meet the requirement of the regulatory body PM&DC. It will comprise of seven persons inclusive of one chairperson, one secretary and five members. It will cater the technicalities in the submitted research project as follows:

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- Questionnaire
- Subject evaluation form
- Culture media
- Drugs (medicines)
- Equipment

8. Detailed Work Plan:

- Procedure
- Gantt Chart
- Budget
- Limitation(s) of study
- Strength(s) of study

9. Format:

Total pages of proposal should be within twelve A4 papers with 1.5 line spacing, font size 12 and style- Times New Roman, justified text.

Note:

- The TRC may contact the PI/ Co-PI in case any clarifications in proposal is needed.
- The PI / Co-PI will be required to make a presentation to the TRC panel.
- Submit Hard copy (spiral bind) to research cell and email soft copy at trc.jmdc@jmc.edu.pk

10. The TRC may contact the PI/ Co-PI in case of any clarifications with respect to the research proposal is needed.


11. The PI / Co-PI will be required to make a presentation to the TRC panel.

12. The TRC will forward the proposal after review and approval to ERC.

13. The TRC shall forward the minutes of meeting MOM to Research Cell on quarterly basis.

2.8 ETHICAL REVIEW COMMITTEE (ERC):

(3.A) The ERC-JMDC is established to meet the requirement of the regulatory body the PM&DC. It will cater the ethical aspect in the submitted research project. Research techniques used by the research members shall not violate established professional ethics, pertaining to the health, dignity, safety, privacy, and other personal rights of all actual and potential research participants or to the infliction of injury or pain in animals. Thus, all the cardinal principles of research ethics viz., Autonomy, Beneficence, Non-maleficence and Justice must be given due addressing. These very principles, should also be reflected in the planning, conduct and reporting of the proposed research. For this purpose, it should look into the aspects of informed consent process, risk benefit ratio, distribution of burden, benefit and provisions for appropriate compensations wherever required The Ethical Review

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Committee (ERC) of JMDC shall validate the ethical aspect of all proposals / studies through the specified proforma for human studies.

(3.B) The ERC will also evaluate all aspects of the animal care and use program. It will ensure quality and consistent ethical review mechanism for biomedical research in animal. It is also responsible for inspecting animal facilities and uphold 3R's principles of (Replacement, Reduction and Refinement). ERC approval will be required prior to starting a pre-clinical research study. The committee will review and investigate legitimate concerns involving the care and use of animals during research. It will ensure that all personnel involved in animal care and use are appropriately qualified to perform their duties and conduct proposed activities.

(3.C) The ERC will comprise of ten persons inclusive of chairperson, secretary and eight members. It will forward the minutes of meeting (MOM) to Research Cell on quarterly basis.

2.8.1 FUNCTIONS OF ERC

- 1) The ERC will comprise of ten persons inclusive of chairperson, secretary and eight members.
- 2) The chairperson of the committee and its members will be nominated by the Principal Medical College.
- 3) A faculty member with rank of Professor will be the chairperson of the committee.
- 4) The tenure of the Chairperson will be 3 years (extendable on proficiency).
- 5) At least 50% attendance of the members will be mandatory for the quorum.
- 6) ERC shall validate the ethical aspect of all proposals of faculty and students through specified proforma for human and animal studies.
- 7) ERC will ensure that research techniques used by the faculty and students shall not violate the established professional ethics, pertaining to the health, dignity, safety, privacy, and other personal rights of all actual and potential research participants or to the infliction of injury or pain in animals.
- 8) ERC will ensure that all the cardinal principles of research ethics viz., Autonomy, Beneficence, Non-maleficence and Justice must be given due addressing.
- 9) ERC will ensure that informed consent form, risk benefit ratio, distribution of burden, benefit and provisions for appropriate compensations wherever required are included in the proposal.
- 10) ERC will be responsible to uphold 3R's principles of (Replacement, Reduction and Refinement) for biomedical research in animal.
- 11) ERC will forward the minutes of meeting (MOM) to RAC with copy to Research Cell on quarterly basis.

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12) ERC will submit approval letters issued to RAC for progress monitoring and record.

2.8.2 CONFLICT OF INTEREST RELATING TO RESEARCH

A conflict of interest exists where there is a divergence between the individual interests of a researcher and their professional obligation to JMDC such that an independent observer might reasonably question whether the professional actions or decisions of that person are influenced by their own interests or are for their own benefit. In the context of research, conflict of interest may compromise a researcher's ethical behavior and professional judgment in the conduct and reporting of research.

Without limiting the circumstances, the following are examples of areas, which can give rise to situations where a conflict of interest may occur:

- Decisions regarding appointment and promotion of research staff.
- Evaluation of internal research grant applications and the associated funding decisions.
- Decisions regarding suppliers.
- Close personal relationship with any staff member, student, or other person with involvement in the research project.
- A researcher's affiliation with or financial involvement in any organization with a direct interest in the research or the provision of materials for research.

Research members must declare and manage any real or potential conflicts of interest.

Failure to disclose actual or potential conflict of interest may lead to: (a) misconduct or other Disciplinary proceedings against the staff member; (b) action by funding or other Government Agencies; and (c) legal action against JMDC or the individuals concerned.


2.8.3 MISCONDUCT IN RESEARCH:

JMDC regards the following practices as research misconduct since they violate the commonly accepted principles and practices of research upheld by the general scholarly community. Such offences are serious and subject to strict disciplinary action.

- Data fabrication, research falsification, plagiarism, abuse of confidentiality, dishonesty in publication, misuse of research funds, etc.

2.9 UNDERGRADUATE STUDENTS' RESEARCH COMMITTEE (UGRC)

- The undergraduate research committee (UGRC) will facilitate and review the proposals of Year-4 students (assigned in Year-3) as mandatory vide Community Health Sciences Curriculum.
- UGRC will also facilitate and review the research proposals of students of any other year to strengthen their portfolio.

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- UGRC will organize research seminar annually to display the students work regarding research project and to assign marks.

2.9.1 FUNCTIONS OF UGRC


- 1) UGRC will organize and conduct workshops, seminars and other research-related activities.
- 2) It will work as a research resource to undergraduate students by assisting them in small research projects.
- 3) The Committee will increase future career opportunities for the students by assisting them in expanding their portfolio through publications in quality journals.
- 4) The Committee will liaison with other medical colleges for student Research activities.
- 5) This Committee is dedicated to creating a space for research-oriented students to thrive, network, and give back to their institution.
- 6) The UGRC upon approval of the proposal will forward it to TRC & ERC-JMDC. They will deal the student proposals in expedited manner.

2.9.2 MEMBERS OF THE STUDENT RESEARCH COMMITTEE

- 1) Members of the undergraduate students' research committee will be nominated by the Principal Medical College.
- 2) The committee will comprise of a chairperson, a secretary and eight members.
- 3) CRs of Year-3 & 4 will be included in the members.
- 4) A faculty member with the rank of Professor will be the chairperson of the committee.
- 5) At least 50% attendance of the members will be mandatory for the quorum.
- 6) The tenure of the Chairperson will be 3 years (extendable on proficiency) and for students it will be 2 years.

2.9.3 MEETING FREQUENCY AND TORS

- 1) The members will meet once on third Friday of every month during the academic session of year-3.
- 2) Minutes of the meeting (MOM) will be forwarded to Director Research cell monthly.
- 3) Committee will prepare end of year report of activities & submit to Director Research Cell.
- 4) There will be no space for any conflict of interest. Any such event will be handled by the Chairperson and or reported to Director Research Cell who will assess the matter and will decide accordingly.
- 5) Any misconduct, will be reported by the chairperson to Director Research Cell and strict disciplinary action will be initiated against the misconduct.

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2.10 DEPARTMENTAL RESEARCH COMMITTEE (DRC)


- Each department (Basic Sciences= 07, Clinical Sciences= 06, Medical Education= 01, Dentistry= 01, total =15) to constitute a Departmental Research Committee (DRC).
- Each DRC will comprise of a Chairperson (HOD), Secretary (nominated by HOD) and Members (faculty of the department).
- The DRC will submit research projects to Technical Review Committee (TRC) with copy to RAC and Research cell.
- The DRC will also submit research activities inclusive of workshop, seminar, webinar, training program for faculty and students to RAC and Research Cell.
- The input on research activities will become the part of Research Cell event calendar for the forthcoming year, if found justified, relevant, informative and important.
- Research cell reserves the right to reject the submitted activity
- At least 50% attendance of the members will be mandatory for the quorum.
- DRC may meet on quarterly basis and or if needed in between also.
- Minutes of the meeting (MOM) will be forwarded to Research Advisory Committee (RAC) and Director Research cell.

2.11 ROLE & RESPONSIBILITIES OF PRINCIPAL INVESTIGATOR

- The PI will, at his/ her discretion, co-opt the names of other faculty members as Co-PIs or Co Investigators, relevant to the project, with their consent.
- The PI must nominate relevant FCPS faculty / non-faculty member with three years teaching experience as Co-PI in case of human / clinical studies
- The PI will prepare the research project proposal in conformity with the rules, regulations of JMDC Research policy on the specified forms.
- In case of funding, the grant approval form of the respective Agency / Institution / University shall also be duly filled by the PI.
- The PI will submit the proposal for sponsored research to the sponsors through proper channel.
- The PI shall be responsible for getting the project work completed satisfactorily within the project duration.

2.12 ROLE & RESPONSIBILITIES OF CO-PRINCIPAL INVESTIGATOR

- A Co-Principal Investigator (Co-PI) will share the scientific and administrative leadership responsibilities with the Principal Investigator (PI).

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- Co-PI will assist in proposal preparation, budget management, and compliance with regulations and institutional policies.
- Co-PI will share the accountability for the project's scientific conduct, fiscal management, and the protection of human research participants.
- Co-PI will share responsibility for protecting the rights, safety, and welfare of human research participants.

2.13 RESEARCH INCENTIVES

- Faculty shall be kept motivated towards strong research and development activities through research incentives.

3. ANNUAL RESEARCH AND DEVELOPMENT (R&D) FUND

3.1 PURPOSE:


This policy aims to establish a transparent and structured process for allocating, utilizing, and managing the annual Research and Development (R&D) Fund at Jinnah Medical & Dental College (JMDC). The objective is to encourage research among the faculty and student, enhance academic excellence, and support institutional research initiatives that contribute to healthcare advancements.

3.2 SCOPE:

This policy applies to all faculty members, undergraduate and postgraduate students, engaged in research at JMDC. It governs the allocation of research grants, financial support for publications, conference participation, research infrastructure, and collaborative projects.

3.3 DEFINITIONS:

- **Research Grant:** Financial support provided for research projects approved by the BDMC Research and Development (R&D) Department.
- **Faculty Research:** Research projects led by faculty members at JMDC.
- **Student Research:** Research projects undertaken by undergraduate or postgraduate students under faculty supervision
- **Conference and Publication Support:** Financial aid for presenting research at conferences or publishing in recognized journals.
- **Research Infrastructure:** Equipment, software, and resources required for conducting research.

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- **Research Grant Committee (RGC):** A panel designated to review and approve research funding applications. Research Advisory Committee (RAC) of JMDC will also perform this task.
- **Technical Review Committee (TRC) and Ethical Review Committee (ERC):** TRC is responsible to review technical and scientific aspects while ERC will be responsible for analyzing the research involving human subjects and animals for ethical issues.

3.4 POLICY STATEMENT:

JMDC is committed to fostering a research culture that promotes innovation, academic integrity, and scientific contributions to the healthcare field. This policy ensures that research funds are distributed transparently, and effectively to support high-quality research.

3.5 PROCEDURES / TERMS OF REFERENCE (TORS):

3.5.1 SUBMISSION OF RESEARCH FUNDING REQUESTS:

- Faculty members, postgraduate students, and house officers may submit research proposals for funding consideration.
- Applications must include a research proposal with objectives, methodology, budget breakdown, ethical considerations, and expected outcomes.
- Proposals must be submitted to the Research Cell with prior approval from the relevant department head.

3.5.2 REVIEW AND APPROVAL PROCESS:


- The Research cell representative, Research advisory Committee (RAC), and finance personnel, will review the applications.
- Evaluation criteria include scientific merit, feasibility, budget justification, and institutional research priorities.
- The Research advisory committee (RAC) will decide on funding allocation within four weeks of submission.

3.5.3 FUND DISBURSEMENT:

- Approved grants will be disbursed through JMDC Finance Office in phases, based on project milestones.
- Principal investigators must submit quarterly progress reports to the Research cell.
- Unutilized or misused funds must be returned to the institutional research budget.

3.5.4 RESEARCH ETHICS AND COMPLIANCE:

- All research involving human subjects must obtain Technical and Ethical Review approval letter before initiation.

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- Ethical guidelines outlined by PMDC (Pakistan Medical and Dental Council) and HEC (Higher Education Commission) must be strictly followed.
- Plagiarism or academic dishonesty in research will result in funding withdrawal and disciplinary action.

3.5.5 CATEGORIES OF RESEARCH FUNDING:

JMDC annual R&D fund will be allocated across the following categories:

- Faculty Research Grants – Competitive grants for faculty-led research.
- Student Research Support – Fund provided to students for research


3.5.6 REPORTING:

- Principal investigators are required to submit quarterly progress reports detailing research milestones, fund utilization, and any deviations from the original plan.
- The Research Cell will compile annual reports summarizing funded projects, outcomes, and financial expenditures.
- The Finance Office will audit and document fund disbursement to ensure transparency.

4. REVIEW AND REVISION:

- This policy will be reviewed after 2 years by the Research cell in collaboration with the Principal JMDC and the Finance department.
- Revisions may be made based on feedback from faculty, students, and funding bodies to ensure continued effectiveness.
- Any updates must be approved by the JMDC` Principal and Academic Council before implementation.

Policy Approved by ACM	18th December 2025
Policy Implemented from	19th December 2025
Policy Valid till	19th December 2027

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5. ANNEXURES

5.2 ACM approval MOM

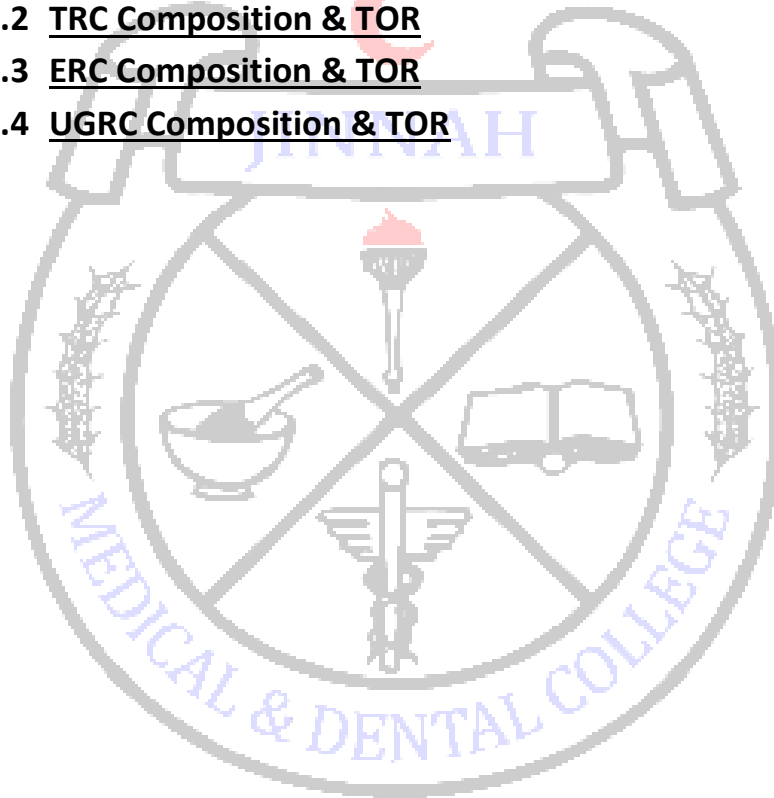
5.3 Principal Office Orders:


5.3.1 RAC Composition & TOR

5.3.2 TRC Composition & TOR

5.3.3 ERC Composition & TOR

5.3.4 UGRC Composition & TOR



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5.2 ACM APPROVAL MOM

<p>MINUTES OF THE ACADEMIC COUNCIL MEETING # AC2025.02</p> <p>Held on Thursday, December 18, 2025 at 10:30 am in Prof. Mumtaz Uddin Haider Auditorium</p>	
Members Present:	
Dr. Syed Adnan Sohail	Prof. Fawad Rizvi
Prof. Atif Mahmood	Prof. Zeeshan Kamil
Prof. Junaid Lakhani	Prof. Asha Mahesh
Mrs. Debra Lobo	Prof. Farzana Amir
Prof. Fadielah A Sohail	Prof. Shazia Aftab
Prof. Muhammad Baqir Soomro	Prof. Sultan Mustafa
Prof. Syed Meesam Iftikhar Rizvi	Prof. Ishaq Ghauri
Prof. Asma Basharat Ali	Prof. Ajeet Kumar
Prof. Sahrish Mukhtar	Dr. Saima Akhter
Prof. Nadia Younus	Dr. Ghulam Ullah Lail
Prof. Shahid Ahsan	Dr. Ramla Nayab
Prof. Shaista Emad	Dr. Aneel Kumar
Prof. Naveed Ahsan	Prof. M. Farooq Umar
Prof. Alina Atif	Prof. Naved Ali Khan
Prof. Saleha Masood	Prof. Syed Abdur Rub Abidi
Prof. Nasim Karim	Dr. Babar Baig
Prof. Syed Sanowar Ali	Dr. Waqas Mughees Rajput
Prof. Salman Mutiullah	Dr. Fauzia Akhtar
Guests Present:	
Prof. Saeed Quraishy	Dr. Shehla Naqvi
Prof. Atta ur Rehman	Dr. Aamir Husain
Mr. Haider Ali	
Members Absent:	
Prof. Syed Tariq Sohail	Prof. Mariam Iqbal
Prof. Rubina Ghani	Prof. Abdul Samad Achakzai
Prof. Rozina Noreen Hashmi	Dr. Maria Saleemi
Prof. Shoaib Raza	Dr. Muhammad Raheel
Prof. Samia Perwaiz Khan	Prof. Asiyah Aman
Prof. Imran Afzal	Prof. Shazia Qadri
Prof. Muhammad Shuja Farrukh	
Principal Prof. Atif Mahmood opened the meeting with a recitation from the Holy Quran.	
<p>1. Confirmation of the Minutes of the meeting held on May 12, 2025 It was moved and seconded that the minutes of the meeting of May 12, 2025 be approved as written. The motion passed. It was clarified that PMDC issued a notification dated November 3, 2025 stating criteria for sitting in Professional Examinations is 75% attendance and passing marks are 50% minimum for students already enrolled in all academic sessions including 2024-25 session.</p>	
<p>2. Student Policy Approval It was moved and seconded that the Student Policies as on the website: https://jmc.edu.pk/MBBS-2 be approved as written. This motion passed.</p>	
<p>3. Medical Education Policy Approval It was moved and seconded that Medical Education Policies as on the website: https://jmc.edu.pk/medicaleducation/ be approved as written. This motion passed.</p>	
<p>4. HR Policies – Dr. Shehla Naqvi Dr. Shehla Naqvi presented an overview of the revised HR Policies. These can be seen in the Staff Portl under Employment Policy Manual. The following were presented along with the Policy Flowcharts:</p>	
Promotion Policy	Grievance Policy
Disciplinary Policy	Harassment Policy
Serious Disciplinary Policy	Hiring/Recruitment Policy
The Organization Chart for Jinnah Medical & Dental College was presented as recommended by the Principal, prepared by HR Department and approved by the Chairman/ED. The Cycle for Performance	

Management was also shown and explained. Dr. Shehla requested all faculty to become familiar of all HR policies as most faculty were not aware during the recent Mock PMDC Inspection.

Dr. Atif noted that all faculty, including senior faculty must sign in and out daily; otherwise our data for faculty attendance will show "no pairing" and PMDC will object during inspections.

5. Research Cell Department Policies – Prof. Nasim Karim (Dean Health Sciences, Director Research Cell)

Dr. Nasim presented the Terms of Reference (TOR) and Committee Composition for the following:

- Research Advisory Committee (RAC)
- Technical Review Committee (TRC)
- Ethical Review Committee (ERC)
- Undergraduate Research Committee (EGRC)

The following were also presented:

- Editorial Team members for the Journal of JMDC (JJMDC)
- Faculty Topic Submission Form
- Instructions to Authors
- NK, ERC Proforma Students, Faculty Animal Studies
- NK, JMDC ERC Form
- Research Cell & Research Policy JMDC
- Processing of Research Project Flowchart
- JMDC TRC & ERC Forms

It was moved and seconded that these policies and committees be approved. The motion passed.

The following points were discussed:

- Dr. Junaid Lakhani asked regarding policy and process if other institutes want our data. Dr. Asma Tabassum (ORIC) has a data access form to be adapted for JMDC which will be included in the policy. The data will belong to JMDC and JMDC must be included in the authorship. It was noted that we also need a policy if JMDC faculty require data from another institute.
- It was noted that the author credit policy followed by HEC and PMDC are different. Dr. Atif stated that HEC policies are to be followed for PG research and PMDC policies for Undergraduate Research.
- NPC Guidelines to be followed for all research
- Dr. Nasim noted that JMDC must publish 4 issues of the JJMDC before we can apply to PMDC for recognition. The plan is to publish one Journal each quarter this year. As the articles published in JJMDC before recognition won't count for promotion, faculty members who don't require further papers for promotion should submit papers for publication in the first 4 journals.
- It was noted that it can be a conflict of interest if an editor publishes their own research paper in a journal they are editing. To resolve this issue, a revolving board of editors will be appointed.

6. Medical Education - Principal Dr. Atif Mahmood

- All Department Heads/Faculty need to review the PMDC Undergraduate Medical Curriculum 2024 and make any required adjustments to the JMDC teaching program. It was noted that the JSMU Study Guides contain the minimum topics for student competency on Professional Examinations, but JMDC is not limited to teach only what is in the JSMU study guides
- In MBBS 4th Year, PBL sessions will be replaced by CBL sessions
- To improve student competency in JMDC learning objectives, it was suggested an extra viva station be introduced in the OSPE where the examiner could ask any open-ended relevant question. Issues noted:
 - Not enough time during viva station
 - Open-ended viva questions are not technically part of an OSPE
 - As these questions are not standardized, bias can be introduced
- Faculty are encouraged to use some time during tutorials/practicals for viva practice
- During student clinical rotations, they must rotate through medicine & surgery subspecialties; Orthopedics and Psychiatry are already part of the rotation schedule. HODs to manage rotations

through other department-wise subspecialties and include this information in clinical attendance reports submitted to Student Affairs Office.

- HODs are to make sure faculty conducts all practical and tutorial sessions as per the official timetable schedule; these sessions should not be compromised by shortened time

7. Examination Issues

Dr. Ata ur Rehman noted that the Q Bank requires upgradation in terms of quantity and quality of questions submitted. To rectify this, the following decisions were made:

- For every lecture, faculty must submit a minimum of 3 BCQs for the bank
- All BCQs should be reviewed by the HOD before submission to the Examinations Department
- A secure portal should be developed so questions can be submitted directly to Examination Department rather than using email or sitting in the Examination Department
- Examination Department will allow Medical Education access to the portal for review of questions submitted to the Q Bank
- BCQ and Faculty Development workshops should be conducted. All faculty must complete attendance in each of the individual workshops to be noted in their HR file.
- AI can be used to help generate questions, but faculty should not copy and paste and the references must be carefully checked
- A suggestion was made to declare modular exam results overall and subject-wise and require students to obtain 40% marks in each subject for the aggregate. Implementation of this would be difficult and students would need to be informed well in advance

Dr. Aneel noted that we are not using simulated patients during our assessments, so students are not familiar with this type of assessment during examinations. Dr. Fadielah requested clinical HODs to keep a directory of people who would be willing to be used as simulators.

8. Skills Lab - Dr. Sahrish Mukhtar, Skills Lab in Charge

Dr. Sahrish presented the Module-wise list of Skills Labs being conducted by JMDC along with assigned Department responsibility. To ensure this is a successful learning opportunity for our students, all relevant departments must be involved in reviewing and updating objectives and ensure that all students are taught and assessed for the skill. Students are required to successfully demonstrate performing each skill in order to be eligible to sit in Professional Examinations. It was decided that Communication Skills will be taught as one day workshops.

9. Academic Calendar

2026 MBBS Academic Calendar was presented by Mrs. Debra Lobo. BDS Academic Calendar will be decided after the JSMU BDS Professional Examination timetables have been issued by JSMU.

10. Journal Club – Dr. Alina Atif – Journal Club In Charge

In order to spread responsibility equally between departments for supervision of student research article presentations during Journal Club, each Department will be assigned responsibility for all 3 presentations on any one day in rotation with all Basic Sciences Departments. All available faculty should make an effort to attend Journal Club sessions even on days that their Department is not responsible.


11. Department Budget and Meeting Minutes

Dr. Atif reminded all Departments to turn in their Departmental Budgets and to maintain a minutes file for all Departmental meetings held.

Respectfully submitted,



Debra Lobo
Secretary, Academic Council

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5.3 PRINCIPAL OFFICE ORDERS

5.3.1 RAC COMPOSITION & TOR




JINNAH MEDICAL AND DENTAL COLLEGE

PRINCIPLE OFFICE ORDER No:01/JMDC-RC/2025, dated: 19th-Dec-2025
COMPOSITION OF RESEARCH ADVISORY COMMITTEE (RAC-JMDC)


S#	Designation	Name
1	Chairperson (Clinical)	Prof. Dr. Muhammad Ishaq Ghauri (Medicine)
2	Secretary (Basic)	Assist. Prof. Dr. Muhammad Younus Jamal Siddiqi (Pathology)
3	Member -1 (Internal - Basic)	Prof. Dr. Atif Mahmood
4	Member-2 (Internal - Clinical)	Prof. Dr. Junaid Lakhani
5	Member-3 (Internal - Basic)	Prof. Dr. Syed Sanwer Ali (Community Health Sciences)
6	Member-4 (Internal - DME)	Dr. Marium Iqbal
7	Member-5 (External)	Prof. Dr. Zakiuddin Secretary (Health RAB)
8	Member -6 (External)	Dr. Masood Jawaid Director Medical Affairs, PharmEvo
9	Member-7 (Lawyer)	Mr. Bulent Sohail

TERMS OF REFERENCE (TOR) OF RESEARCH ADVISORY COMMITTEE (RAC-JM&DC):

- 1) It will comprise of nine members, seven internal and two external inclusive of the Chairperson and secretary with PHD/ FCPS qualifications and high intellect for research.
- 2) The Principal of Medical College will nominate the committee and members.
- 3) At least 50% attendance of the members will be mandatory for the quorum.
- 4) The tenure of the Chairperson will be 3 years (extendable on proficiency).
- 5) It will ensure that the guidelines framed by Technical Review Committee (TRC) and Ethical Review Committee (ERC) for faculty and students is at par with national and international guidelines and is consistently followed in the institution.
- 6) To endorse the projects approved by the TRC and ERC on quarterly basis.
- 7) To foster collaborations and partnerships with other research institutions, organizations, and industry stakeholders to promote interdisciplinary and multidisciplinary research and advantage of additional resources and expertise.
- 8) To submit minutes of meeting (MOM) to Director Research on quarterly basis.


Prof. Dr. Atif Mahmood
 Principal JM&DC

Prof. Dr. Atif Mahmood
 MBBS, M.Phil, MBA, MHPE, PhD
 Principal (Medical College)
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5.3.2 ERC COMPOSITION & TOR



JINNAH MEDICAL AND DENTAL COLLEGE

PRINCIPLE OFFICE ORDER No: 03/JMDC-RC/2025, dated:19th-Dec-2025
COMPOSITION OF ETHICAL REVIEW COMMITTEE (ERC-JMDC)

S#	Designation	Name
1	Chairperson (Basic)	Prof. Dr. Nadia Younus (Anatomy)
2	Secretary (Clinical)	Assoc. Prof. Dr. Furqan Mirza (ENT)
3	Member – 1 (Clinical)	Assoc. Prof. Dr. Ashok Kumar (Internal Medicine)
4	Member – 2(Basic)	Prof. Dr. Rozina Nooren (Physiology)
5	Member – 3 (Basic)	Assist. Prof. Dr. Syeda Naveera Raza (Pathology)
6	Member – 4 (Clinical)	Assist. Prof. Dr. Mehruzia Nuzhat (Pediatrics)
7	Member-5 (Dental)	Dr. Mohsin Haider (Community Dentistry)
8	Member-6 (DME)	Dr. Shahameen Aqeel (Physiology)
9	Member-7 (Clinical)	Assist. Prof. Dr. Fauzia Akhtar (Family Medicine)
10	Member-8 (Molvi Sahab)	Mohammad Uzair Zaheer
11	Member-9 (Lawyer)	Mr. Bulent Sohail
12	Member-10 (Social Worker)	Mr. Abid (Community Health Sciences)


TERMS OF REFERENCE (TOR) OF ETHICAL REVIEW COMMITTEE (ERC):

- 1) The ERC will comprise of eleven persons inclusive of chairperson, secretary and nine members.
- 2) The chairperson of the committee and its members will be nominated by the Principal Medical College.
- 3) A faculty member with rank of Professor will be the chairperson of the committee.
- 4) The tenure of the Chairperson will be 3 years (extendable on proficiency).
- 5) At least 50% attendance of the members will be mandatory for the quorum.
- 6) ERC shall validate the ethical aspect of all proposals of faculty and students through specified proforma for human and animal studies.
- 7) ERC will ensure that research techniques used by the faculty and students shall not violate the established professional ethics, pertaining to the health, dignity, safety, privacy, and other personal rights of all actual and potential research participants or to the infliction of injury or pain in animals.
- 8) ERC will ensure that all the cardinal principles of research ethics viz., Autonomy, Beneficence, Non-maleficence and Justice must be given due addressing.
- 9) ERC will ensure that informed consent form, risk benefit ratio, distribution of burden, benefit and provisions for appropriate compensations wherever required are included in the proposal.
- 10) ERC will be responsible to uphold 3R's principles of (Replacement, Reduction and Refinement) for biomedical research in animal.
- 11) ERC will forward the minutes of meeting (MOM) to Research Cell on quarterly basis.


Prof. Dr. Atif Mahmood
 Principal JM&DC

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5.3.3 TRC COMPOSITION & TOR



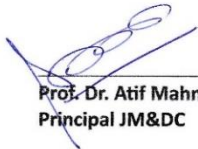
JINNAH MEDICAL AND DENTAL COLLEGE

PRINCIPLE OFFICE ORDER No:02/JMDC-RC/2025, dated:19th-Dec-2025
COMPOSITION OF TECHNICAL REVIEW COMMITTEE (TRC-JMDC)

S#	Designation	Name
1	Chairperson (Clinical)	Prof. Dr. Sultan Mustafa (Paediatrics)
2	Secretary (Clinical)	Assoc. Prof. Dr. Urooj Riaz (Medicine)
3	Member -1 (Basic)	Prof. Dr. Shoaib Rizvi (Pathology)
4	Member-2 (Basic)	Prof. Dr. Rozina Noreen (Physiology)
5	Member-3 (Basic)	Assoc. Prof. Dr. Sara Rafique (Physiology)
6	Member-4 (Basic)	Assoc. Prof. Dr Sana Ahmed (Community Health Sciences)
7	Member-5 (DME)	Dr. Rooha Sultan (BDS)(FCPS)


TERMS OF REFERENCE (TOR) OF TECHNICAL REVIEW COMMITTEE (TRC):

- 1) The TRC will comprise of seven persons inclusive of chairperson, secretary and five members.
- 2) The chairperson of the committee and its members will be nominated by the Principal Medical College.
- 3) A faculty member with designation of Professor will be the chairperson of the committee.
- 4) The tenure of the Chairperson will be 3 years (extendable on proficiency).
- 5) At least 50% attendance of the members will be mandatory for the quorum.
- 6) TRC will cater the technicalities in the submitted research project.
- 7) The TRC may contact the PI/ Co-PI in case any clarification(s) is needed with respect to the research proposal.
- 8) The PI / Co-PI will be required to make a presentation before the TRC panel.
- 9) The TRC will forward the proposal after review and approval to ERC.
- 10) The TRC shall forward the minutes of meeting MOM to Research Cell on quarterly basis.


Prof. Dr. Atif Mahmood
 Principal JM&DC

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5.3.4 UGRC COMPOSITION & TOR




JINNAH MEDICAL AND DENTAL COLLEGE

PRINCIPLE OFFICE ORDER No:04/JMDC-RC/2025, dated: 19th-Dec-2025
COMPOSITION OF UNDERGRADUATE RESEARCH COMMITTEE (UGRC-JMDC)

S#	Designation	Name
1	Chairperson	Prof. Dr. Syed Sanwer Ali (Community Health Sciences)
2	Secretary	Assoc. Prof. Dr. Sana Ahmed (Community Health Sciences)
3	Member	Prof. Dr Sehrish Mukhtar (Anatomy)
4	Member	Assoc. Prof. Salma Razzak (Internal Medicine)
5	Member	Assist. Prof. Dr. Muhammad Younus Jamal Siddiqui (Pathology)
6	Member	Assist. Prof. Dr. Fariha (Obstetrics & Gynecology)
7	Member	Dr. Ume Kulsoom (Pathology)
8	Member	Dr. Arsalna (Surgery – Urology)
9	Member	CR Year-3
10	Member	CR Year-4

TERMS OF REFERENCE (TOR) OF UNDERGRADUATE RESEARCH COMMITTEE (UGRC-JMDC)

- Members of the undergraduate students' research committee will be nominated by the Principal Medical College.
- The committee will comprise of a chairperson, a secretary and eight members.
- CRs of Year-3 & 4 will be included in the members.
- A faculty member with rank of Professor will be the chairperson of the committee.
- At least 50% attendance of the members will be mandatory for the quorum.
- The tenure of the Chairperson will be 3 years (extendable on proficiency) and for students it will be 2 years.
- The members will meet once on third Friday of every month during the academic session of year-3.
- Minutes of the meeting (MOM) will be forwarded to Director Research cell monthly.
- Committee will prepare end of year report of activities & submit to Director Research Cell in January each year.


 Prof. Dr. Atif Mahmood
 Principal JM&DC

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