



KMCT

COLLEGE OF ALLIED HEALTH SCIENCES

Affiliated to Kerala University of Health Sciences and approved by Govt. of Kerala

TO WHOMSOEVER IT MAY CONCERN

This is to certify that the information in the attached document is verified by me and is true to the best of my knowledge.



Principal
KMCT College of Allied Health Sciences
P.O. Manassery, Mukkam
Kozhikode, Pin - 673602

Muthalam, Mukkam, Kozhikode - 673602

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INNOVATION AND
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3.3.1 Minutes of meeting of institutional research review committee



[Signature]
Principal
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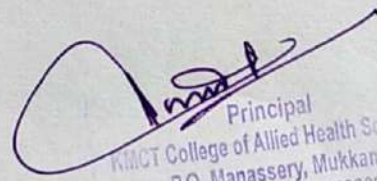
COLLEGE OF ALLIED HEALTH SCIENCES

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Institutional Research Review Committee Members (2018 – 2019)


Chairman	Prof. Santheep S.
Member Secretary	Prof. Vijay Selvan N.
Basic Medical Scientist	Dr. Benzy Paul
Alternate Member Secretary	Mr. Tajo A. P.
Social Scientist	Mr. Farooq
Legal Expert	Adv. Anwar
Lay Person	Babu E.
Scientific Member	Mrs. Sreekala
Clinician	Dr. Mohammed Shafi P. K.
Subject Expert	Mrs. Deeshma P. Mrs. Lincy B. S. Mrs. Safeera C. K.
Clerk	Mrs. Sruthi K.




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KMCT COLLEGE OF ALLIED HEALTH SCIENCES

Manassery, Thoongumpuram, Muthalam, Kozhikode - 673602.

Committee	Institutional Research & Review committee (IRRC) (2018-19)
Meeting Number	02
Date	24/04/2019
Time	03-04 pm
Venue	Seminar hall.

Action Taken on previous meeting

- IRRC reconstituted
- Rules & regulations was mailed to all students & faculties
- Synopses were received from students, verified by IRRC, and subsequently presented before the IRRC.
- Projects requiring ethical approval submitted to the KMCT - Institutional Ethical committee (IEC).
- Ethical clearance for the student projects were obtained from IEC & the information was communicated to the respective students & faculties.

Agenda for current meeting

- 1) Submission of Student projects
- 2) Planning of next meeting

IRRC meeting was presided by the Chairman.

1) Submission of student projects


- Submission of student projects scheduled for 15/06/2019.

2) Planning of next meeting

- Next meeting scheduled for 07/10/2019 at 03-04 pm.

The meeting concluded at 04 pm.

ATTENDEES

SI. NO.	NAME	SIGNATURE
1	Prof. Santhya S	
2	Prof. Vijay Selvan	N. Vijay Selvan
3	Dr. Benzy Paul	Benzy
4	Tajo A.P	Tajo
5	Dr. Mohammed Shafi	Shafi
6	Deeshma P	Deeshma
7	Sreetha	Sreetha
8	Sathya ck	Sathya
9	Sreetha K	Sreetha
10	Beha. K	Beha. K
11	Lincy B.S	Lincy


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KMCT COLLEGE OF ALLIED HEALTH SCIENCES

Manassery, Thoongumpuram, Muthalam, Kozhikode - 673602.

Committee	Institutional Research & Review committee (IRRC) (2018-19)
Meeting Number	01
Date	04/10/2018
Time	03-04 PM
Venue	Seminar hall.

Action taken on previous meeting

- Subject experts verified the submitted student projects, made necessary corrections and recommended for the final printout.

Agenda for current meeting

- 1) Reconstitution of IRRC
- 2) Action Plan
- 3) Planning of next meeting

IRRC meeting was presided by the Chairman.

1) Reconstitution of IRRC

- Decided to reconstitute IRRC & the committee members were selected

2) Action plan

- Given notification to submit synopsis of final year student projects & the relevant documents within 2 weeks.

- Rules & regulations for submitting the synopsis & final projects has been framed.

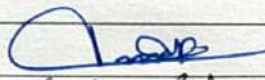
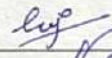
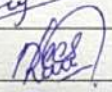

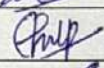
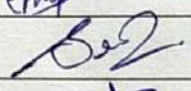

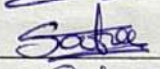
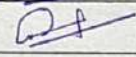
- Decided to submit the projects requiring ethical approval to the KMCT institution Ethical committee.

3) Next meeting plan

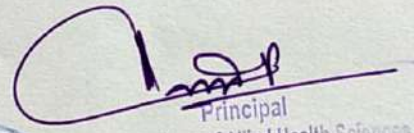
- Next meeting scheduled for 24/04/2019
at 03-04 pm.

The meeting concluded at 04 pm.

ATTENDEES

SI. NO.	NAME	SIGNATURE
1.	Santhosh S	
2.	N. Vijay Selvan	N. Vijay Selvan
3.	Dr. Benzy Paul	Benzy
4.	Tajo. A.P	
5.	Deeshma P	
6.	Sreekala	
7.	Dr. Mohammed Shafi	
8.	Srutbi. K	
9.	Babu. F	
10	Sateega CK	
11.	Lincy. B.S	




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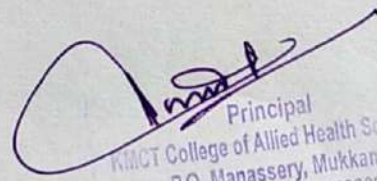
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Alternate Member Secretary	Mr. Tajo A. P.
Social Scientist	Mr. Farooq
Legal Expert	Adv. Anwar
Lay Person	Babu E.
Scientific Member	Mrs. Sreekala
Clinician	Dr. Mohammed Shafi P. K.
Subject Expert	Mrs. Deeshma P. Mrs. Lincy B. S. Mrs. Safeera C. K.
Clerk	Mrs. Sruthi K.




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KMCT COLLEGE OF ALLIED HEALTH SCIENCES

Manassery, Thoongumpuram, Muthalam, Kozhikode-673602.

Committee	Institutional Research and Review Committee (IRRC) Academic year (2019-2020)
Meeting Number	02
Date	21/04/2020
Time	03 - 04 pm
Venue	Zoom meeting

Action taken on previous meeting

- Rules and regulations were mailed to all students and faculties.
- Synopses were received from students, verified by IRRC and subsequently presented before the IRRC.
- Projects requiring ethical approval submitted to the KMCT-Institutional Ethical Committee (IEC).
- Ethical clearance for the student projects were obtained from IEC and the information was communicated to the respective students and faculties.

Agenda for current meeting

1. Submission of student projects
2. Planning of next meeting

The IRRC meeting was presided by the Chairman

1. Submission of student projects

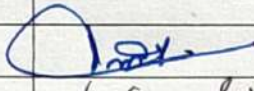




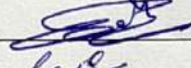

- The submission of student projects is scheduled for 28/08/2020 through mail

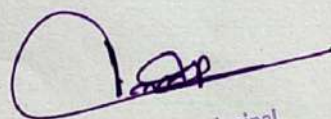
2. Planning of next meeting

- Next meeting scheduled for 15/12/2020 at 12-01 pm

The meeting concluded at 04 pm.

ATTENDEES

SI. NO.	NAME	SIGNATURE
1	Santhosh S	
2.	Prof. Vijay Selvan	N. Vijay Selvan
3	Dr. Mohammed Shafi	
4	Dr. Benzy Paul	Benzy
5	Deashrma P	
6.	Sreekala	
7	Sateena ck	Sateena
8	Bruthi K	
9	Babu K	
10	Tajo AP	Tajo
11	Lincy B.S	



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Committee	Institutional Research and Review Committee (IRRC)
Meeting Number	01
Date	07/10/2019
Time	03 - 04 pm
Venue	Seminar Hall

Action taken on previous meeting

- Subject experts verified the submitted student projects, made necessary corrections and recommended for the final printout.

Agenda for current meeting

1. Action plan
2. Planning of next meeting

The IRRC meeting was presided by the Chairman

1. Action plan

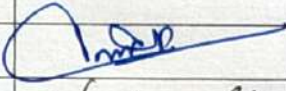
- Decided to notify the submission of final year student project synopses and the relevant documents on 21/10/2019.
- Decided to provide student with rules and regulation for submitting their synopsis and final projects.
- Decided to submit the projects requiring ethical approval to the KMCT Institutional Ethical Committee (IEC)

2. Planning of next meeting

- Next meeting scheduled for 21/04/2020 at 03-04 pm

The meeting concluded at 04 pm.

ATTENDEES

SI. NO.	NAME	SIGNATURE
1	Samthup-s	
2.	Prof. Vijay Selvan	N. Vijay Selvan
3	Dr. Benzy Paul	Benzy
4	Tajo. A. P	Tajo
5	Sateesha ck	Sateesha
6	Deeshma .P	Deeshma
7	Sreethala	Sreethala
8	Lincy . B.S	Lincy
9	Sreetha . K	Sreetha
10	Babu . K	Babu



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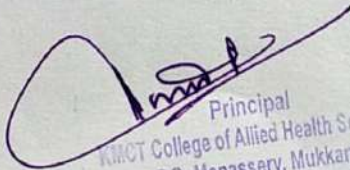
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Member Secretary	Prof. Vijay Selvan N.
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Alternate Member Secretary	Mr. Tajo A. P.
Social Scientist	Mr. Farooq
Legal Expert	Adv. Anwar
Lay Person	Babu E.
Scientific Member	Mrs. Sreekala
Clinician	Dr. Mohammed Shafi P. K.
Subject Expert	Mrs. Deeshma P. Mrs. Lincy B. S. Mrs. Safeera C. K.
Clerk	Mrs. Sruthi K.




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MEETING MINUTES REPORT

MEETING TITLE: INSTITUTIONAL RESEARCH AND REVIEW COMMITTEE (IRRC)
ACADEMIC YEAR (2020-2021)

DATE: 31/05/2021

TIME: 03-04 PM

VENUE: SEMINAR HALL

ACTION TAKEN ON PREVIOUS MEETING		
SL NO:	SUGGESTED ACTIONS	LINE OF ACTION TAKEN
1	Approval of synopses	<ul style="list-style-type: none">• Rules and regulations were mailed to all students and faculties.• Synopses were received from students, verified by IRRC and subsequently presented through zoom meeting before the IRRC.• Projects requiring ethical approval submitted to the KMCT-Institutional Ethical Committee (IEC).• Ethical clearance for the student projects were obtained from IEC and the information was communicated to the respective students and faculties

1. Submission of student projects
2. Planning of next meeting

AGENDA	POINTS DISCUSSED	DECISION MADE	TIME FRAME
1	Submission of student projects	<ul style="list-style-type: none">• The submission of student projects is scheduled for 24/08/2021	
2	Planning of next meeting	<ul style="list-style-type: none">• Next meeting scheduled for 16/12/2021 at 03-04 pm	

TENTATIVE DATE OF NEXT MEETING: 16/12/2021

ATTENDEES		
SLNO:	NAME	SIGNATURE
1	Sankar - S.	
2	Prof. Vijay Selvan	N. Vijay Selvan
3	Dr. Benzy Paul	Benzy
4	Deebhara. P	
5	Sree Kala	
6	Tajo A P	
7	Dr. Mohammed Shafi	
8	Sateega ck	
9	Sreelha. K	
10	Babu. K	



Principal
 MCT College of Allied Health Sciences
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 Kozhikode, Pin - 673602





MEETING MINUTES REPORT

MEETING TITLE: INSTITUTIONAL RESEARCH AND REVIEW COMMITTEE (IRRC)
ACADEMIC YEAR (2020-2021)

DATE: 15/12/2020

TIME: 12-01 PM

VENUE: ZOOM MEETING









ACTION TAKEN ON PREVIOUS MEETING		
SL NO:	SUGGESTED ACTIONS	LINE OF ACTION TAKEN
1	Submission of student projects	Subject experts verified the submitted student projects, made necessary corrections and recommended for the final printout

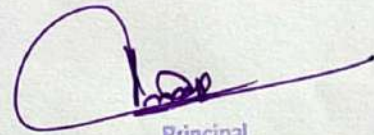
1. Action plan
2. Planning of next meeting

AGENDA	POINTS DISCUSSED	DECISION MADE	TIME FRAME
1	Action plan	<ul style="list-style-type: none">• Decided to notify the submission of final year student project synopses and the relevant documents on 02/01/2021.• Decided to provide student with rules and regulation for submitting their synopsis and final projects.• Decided to submit the projects requiring ethical approval to the KMCT Institutional Ethical Committee (IEC)	
2	Planning of next meeting	<ul style="list-style-type: none">• Next meeting scheduled for 31/05/2021 at 03-04 pm	

TENTATIVE DATE OF NEXT MEETING: 31/05/2021

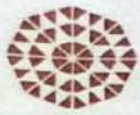
ATTENDEES

SLNO:	NAME	SIGNATURE
1	Santhosh J	
2	Prof. Vijay Selvan	N. Vijay Selvan
3	Dr. Mohammed Shafi	
4	Dr. Benny Paul	Benny Paul
5	Deashra P	
6	Sneekala	
7	Tajo A P	
8	Sateega ck	
9	Sruthi K	
10	Babu K	



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Member Secretary	Prof. Dr. Gladis Kamalam
Basic Medical Scientist	Dr. Manju Suresh
Alternate Member Secretary	Mrs. Soumya V.
Social Scientist	Mr. Sujesh P. K.
Legal Expert	Adv. Anwar
Lay Person	Babu E.
Scientific Member	Mr. Jithin John
Clinician	Dr. Mohammed Shafi P. K.
Subject Expert	Mrs. Deeshma P. Mrs. Resbina Ali
Clerk	Mrs. Sruthi K.



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MEETING MINUTES REPORT

MEETING TITLE: INSTITUTIONAL RESEARCH AND REVIEW COMMITTEE (IRRC)
ACADEMIC YEAR (2021-2022)

DATE: 10/05/2022

TIME: 12-01 PM

VENUE: SEMINAR HALL

ACTION TAKEN ON PREVIOUS MEETING		
SL NO:	SUGGESTED ACTIONS	LINE OF ACTION TAKEN
1	Reconstitution of IRRC	<ul style="list-style-type: none"> IRRC reconstituted
2	Approval of synopses	<ul style="list-style-type: none"> Rules and regulations were mailed to all students and faculties. Synopses were received from students, verified by IRRC and subsequently presented through zoom meeting before the IRRC. Projects requiring ethical approval submitted to the KMCT-Institutional Ethical Committee (IEC). Ethical clearance for the student projects were obtained from IEC and the information was communicated to the respective students and faculties


1. Submission of student projects
2. Planning of next meeting

AGENDA	POINTS DISCUSSED	DECISION MADE	TIME FRAME
1	Submission of student projects	<ul style="list-style-type: none"> The submission of student projects is scheduled for 01/09/2022 	
2	Planning of next meeting	<ul style="list-style-type: none"> Next meeting scheduled for 14/12/2022 at 12-01 pm 	

TENTATIVE DATE OF NEXT MEETING: 14/12/2022

ATTENDEES

SLNO:	NAME	SIGNATURE
1	Santhya S.	
2	Soumeja V	
3	Dr. Manjun Suresh	
4	Dr. Gladys	
5	Deeshma P	
6	Roshina Ali n	
7	Dr. Mohammed Shafi	
8	Anwar	
9	Breeth K	
10	Baba K	


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MEETING MINUTES REPORT

MEETING TITLE: INSTITUTIONAL RESEARCH AND REVIEW COMMITTEE (IRRC)
ACADEMIC YEAR (2021-2022)

DATE: 16/12/2021

TIME: 03- 04 PM

VENUE: SEMINAR HALL

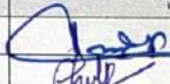








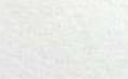
ACTION TAKEN ON PREVIOUS MEETING		
SL NO:	SUGGESTED ACTIONS	LINE OF ACTION TAKEN
1	Submission of student projects	Subject experts verified the submitted student projects, made necessary corrections and recommended for the final printout

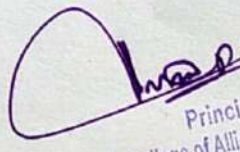
1. Reconstitution of IRRC
2. Action plan
3. Planning of next meeting

AGENDA	POINTS DISCUSSED	DECISION MADE	TIME FRAME
1	Reconstitution of IRRC	<ul style="list-style-type: none">Decided to reconstitute IRRC and the committee members were selected.	
2	Action plan	<ul style="list-style-type: none">Decided to notify the submission of final year student project synopses and the relevant documents on 01/01/2022.Decided to provide student with rules and regulation for submitting their synopsis and final projects.Decided to submit the projects requiring ethical approval to the KMCT Institutional Ethical Committee (IEC)	
3	Planning of next meeting	<ul style="list-style-type: none">Next meeting scheduled for 10/05/2022 at 12-01 pm	

TENTATIVE DATE OF NEXT MEETING: 10/05/2022

ATTENDEES

SLNO:	NAME	SIGNATURE
1	Santhosh	
2	Dr. Mohammed Shafi	
3	Dr. Manju Suresh	
4	Somya.V	
5	Deeshana.P	
6	Roshina Ali.N	
7	Dr. Gladys	
8	Lijith.P.K	
9	Sreelakshmi.K	
10	Babu.K	



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Basic Medical Scientist	Dr. Manju Suresh
Alternate Member Secretary	Mrs. Soumya V.
Social Scientist	Mr. Sujesh P. K.
Legal Expert	Adv. Anwar
Lay Person	Babu E.
Scientific Member	Mr. Jithin John
Clinician	Dr. Mohammed Shafi P. K.
Subject Expert	Mrs. Deeshma P. Mrs. Resbina Ali
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MEETING MINUTES REPORT

MEETING TITLE: INSTITUTIONAL RESEARCH AND REVIEW COMMITTEE (IRRC)
ACADEMIC YEAR (2022-2023)

DATE: 25/05/2023

TIME: 03-04 PM

VENUE: BOARD ROOM

ACTION TAKEN ON PREVIOUS MEETING

SL NO:	SUGGESTED ACTIONS	LINE OF ACTION TAKEN
1	Approval of synopses	<ul style="list-style-type: none">• Rules and regulations were mailed to all students and faculties.• Synopses were received from students, verified by IRRC and subsequently presented through zoom meeting before the IRRC.• Projects requiring ethical approval submitted to the KMCT-Institutional Ethical Committee (IEC).• Ethical clearance for the student projects were obtained from IEC and the information was communicated to the respective students and faculties

1. Submission of student projects
2. Planning of next meeting

AGENDA	POINTS DISCUSSED	DECISION MADE	TIME FRAME
1	Submission of student projects	<ul style="list-style-type: none">• The submission of student projects is scheduled for 09/09/2023	
2	Planning of next meeting	<ul style="list-style-type: none">• Next meeting scheduled for 15/12/2023 at 12-01 pm	

TENTATIVE DATE OF NEXT MEETING: 15/12/2023

ATTENDEES		
SLNO:	NAME	SIGNATURE
1	Santhya S.	
2	Dr. Mohammed Shafi	
3	Dr. Manju Suresh	
4	Soumya V	
5	Dr. Gladys	
6	Deeksha P	
7	Reshmi A	
8	Lijesh P.K	
9	Shreetha K	
10	Babu K	

[Handwritten Signature]

Principal
 KMCT College of Allied Health Sciences
 P.O. Manassery, Mulkam
 Kozhikode, Pin - 673602





MEETING MINUTES REPORT

MEETING TITLE: INSTITUTIONAL RESEARCH AND REVIEW COMMITTEE (IRRC)
ACADEMIC YEAR (2022-2023)

DATE: 14/12/2022

TIME: 12-01 PM

VENUE: BOARD ROOM

ACTION TAKEN ON PREVIOUS MEETING		
SL NO:	SUGGESTED ACTIONS	LINE OF ACTION TAKEN
1	Submission of student projects	Subject experts verified the submitted student projects, made necessary corrections and recommended for the final printout

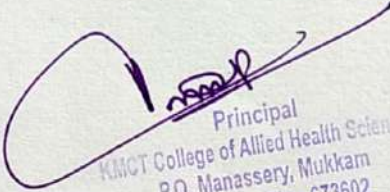
1. Action plan
2. Planning of next meeting

AGENDA	POINTS DISCUSSED	DECISION MADE	TIME FRAME
1	Action plan	<ul style="list-style-type: none">• Decided to notify the submission of final year student project synopses and the relevant documents on 04/01/2023.• Decided to provide student with rules and regulation for submitting their synopsis and final projects.• Decided to submit the projects requiring ethical approval to the KMCT Institutional Ethical Committee (IEC)	
2	Planning of next meeting	<ul style="list-style-type: none">• Next meeting scheduled for 25/05/2023 at 03-04 pm	

TENTATIVE DATE OF NEXT MEETING: 25/05/2023

ATTENDEES

SLNO:	NAME	SIGNATURE
1	Sankar P. S.	
2	Dr. Mohammed Shafi	
3	Dr. Manjun Suresh	
4	Deebhora P	
5	Roshina Ali	
6	Soumya V	
7	Dr. Gladys	
8	Anwar	
9	Sreelatha K	
10	Babu R	


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KMCT

COLLEGE OF ALLIED HEALTH SCIENCES

Affiliated to Kerala University of Health Sciences and approved by Govt. of Kerala

Standard Operating Procedure (SOP) for Institutional Research and Review Committee (IRRC)

1. Purpose and Objectives:

- 1.1. To conduct innovative, high impact and leading edge research within the institution.
- 1.2. To foster an academically challenging and research oriented culture.
- 1.3. To serve as a gateway and forum for research.

2. Responsibility:

Director/ Principal (Head of the institution) is responsible for implementing this SOP

3. Procedure:

- 3.1. Director/ Principal (Head of the institution) will serve as the chairman, responsible for selecting and nominating the other members of the IRRC.
- 3.2. At regular intervals, the chairman will review the functioning of the IRRC.
- 3.3. Arrangement should be made for the documentation and maintenance of records of the IRRC.
- 3.4. Meetings will be planned twice in a year and additional review meetings can also be held with short notice as and when required.
- 3.5. All IRRC meetings will be held on scheduled dates that are announced and notified in advance.
- 3.6. Before undertaking any research, the research synopsis should be submitted to the IRRC for approval.
- 3.7. Members will be given a 5 day advance notice to review, correct and send the corrected proposal to the secretary.
- 3.8. Within the next 2 days, the results whether approved or disapproved by the chairperson will be intimated through email.
- 3.9. There should be no plagiarism in thesis.
- 3.10. A minimum of three members of the IRRC will be present during the synopsis presentation.
- 3.11. Students will send the power point presentation to members. Corrections will be made within a day based on the checklist.
- 3.12. Minutes of the IRRC meetings, including all proceedings and deliberations will be documented.
- 3.13. Signatures of the chairman and the member secretary will be obtained on the minutes of the meeting document.
- 3.14. Committee members are subject to change once in two years. The members who have resigned may be replaced at the discretion of the appointing authority for the same.



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