

SOP'S of Research

Research Advisory for Students

This Standard Operating Procedure (SOP) outlines the processes and guidelines for conducting research at Banarsidas Chandiwala Institute of Physiotherapy. The purpose of this SOP is to ensure consistent and high-quality research practices while maintaining ethical standards and promoting academic excellence.

Student

- Responsible for submission of research proposal before last date.
- Giving regular report about progress in research to the respective guide/co guide/ external guide..
- Taking approval of every document used in research from the guide.
- Follow the prescribed guidelines of research and development cell of BCIP.
- Respect and maintain integrity with the involved subjects.
- Do not collect data without prior written consent of the subject.
- Present on every research progress meeting and present the updated research.
- Submit all the required documents in given time after the completion of thesis.
- Apply for CTRI if the research involves any kind of clinical trial.

Procedure

- 1. Commencement of Session:** At Commencement of session respective guides must appraise about the research process and assess interest of student. After commencement of academic session research guides must be allotted for BPT and MPT Research
- 2. Interest Assessment:** At the outset of the session, each student will be surveyed to gauge their interest in participating in research activities.
- 3. Selection Criteria:** If a majority of BPT students express a positive inclination towards research, a selection criterion will be established to identify the most eligible participants. Criteria may involve assessing previous academic performance or conducting a research-oriented test/exam to evaluate aptitude and subject knowledge. Supervisors guiding BPT students must submit name and enrollment no. of students shown interest to R & D Cell. In MPT Research is mandatory
- 4. Research Topic Selection:** Students will be instructed to identify a new research topic based on their individual interests at the onset of the session.
- 5. Research Proposal Submission:** Students are required to submit a comprehensive research proposal to their assigned guide by the end of the second month of the academic session. (R & D cell provide Guidelines for proposal Submission)

6. **Guide Approval and RCM Submission:** Following guide approval, the research proposal will be submitted to the Research and Development (R&D) cell of the institute. The proposal will be subject to review in a Research Committee Meeting (RCM).
7. **RCM Evaluation and ethical Clearance:** R&D cell will convene RCM. RCM will assess and grant permission for the proposed research endeavors. R & D cell will call ethical committee meeting for final approvals.
8. **Post approval** of final topic guide allotment letter will be issued with finalized topic from R & D Cell.
9. **Commencement of Research:** Upon obtaining the requisite clearances and approvals, students may commence their research activities.
10. **Guided Progress Monitoring:** Throughout the research process, the assigned guide will provide ongoing supervision, ensuring each step is rigorously executed.
11. **Progress Evaluation Meetings:** R&D cell will conduct periodic meetings to evaluate and monitor the progress and quality of research projects.
12. **Final Assessment:** At the conclusion of the session, students will present their research findings through a formal presentation and undergo a viva voce examination to assess the depth and scope of their research contributions.