



Women Dental College

Murree Road, Nawanshahr, Abbottabad, KPK, Pakistan

Ref/No WDC: 645

Date: 26/02/2026

Women Dental College

RESEARCH ETHICS COMMITTEE (REC)

The Undersigned is pleased to constitute the Research Ethics Committee (REC). The following is the composition of the REC at Women Dental College, Abbottabad.

Chairperson	Co-Chairperson	Secretary	Members
Prof. Dr. Talib Hussain	Prof. Dr. Bilal Zaman Babar Assist Prof. Dr. M. Abdullah Qazi	Dr. Azeem Gohar Dr. Momina Tahir	Prof. Dr. Zahoor Qayoom Prof. Dr. Syed Imran Shah Prof. Dr. Faisal Pasha Prof. Dr. Nida Qasim Baloch Prof. Dr. Nabila Anwar Prof. Dr. Majid Zia Assist Prof. Dr. Uzair Ayub Assist Prof. Dr. Sheher Bano Yahya

Principal/ Dean
Women Dental College
Abbottabad

Prof. Dr. Shahid Khan
Principal

Women Dental College, Abbottabad



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Terms of Reference (TORs)

The Research Ethics Committee (REC) of Women Dental College (WDC) is responsible for protecting the rights, safety, and well-being of all human participants involved in any research at the institution or under its jurisdiction. It maintains a consistent ethical standard and review process for all researchers, including WDC students, faculty, collaborators, and external investigators. The REC guarantees strict adherence to national and international ethical guidelines, legal requirements, and institutional policies, thereby safeguarding the institution's reputation, preventing unethical research practices, and upholding respect for every individual involved in research.

Objectives of the REC

- To prepare and train faculty members to conduct and review clinical and educational research.
- To oversee and guide research activities within the institution.
- To support and promote high-quality research.
- To encourage a culture of developing proper research protocols and proposals.

The following are the roles of REC:

- To review, evaluate and decide on the technical and ethical aspects of research proposals
- To ensure the guarantee of the rights, dignity, safety, and protection of individuals and communities (human and animals, plants and the environment) participating in research
- To observe the above mentioned during the process of conducting research
- To follow the laws and regulations during research as laid down by the country and international regulatory bodies



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The following is the composition of the REC:

- A Chairperson, who will head the REC.
- A Co-Chairperson, who will preside over the REC in the absence of the Chairperson.
- A secretary, who will be appointed by the Chairperson, will run the activities of REC

Membership Composition:

About 8-to 10 members, appointed by the chairperson, are responsible for reviewing proposals. The committee will consist of subject specialists and faculty members.

Tenures:

- Secretary, and Members shall serve for a period as decided by the Chairperson.
- A member may resign by giving one month's prior notice to the Chairperson.

Review and approval of research proposals:

- A meeting will be held every three months.
- Proposals should be submitted to the secretary or support staff.
- At least 50% of members must be present for a meeting to be valid.
- If a committee member is unable to attend a meeting, they may, with prior notice, appoint a qualified representative from their department to attend.
- The Chairman and Secretary should sign Approval Letters.
- The researcher must personally defend the proposal before the committee if further clarification is required.
- Approval requires 70% or more members agreeing.
- Proposals may be approved, sent back for corrections, or rejected.
- Proposals must follow the proforma approved by the REC.
- A consent form must be submitted along with the proposal.
- Approval must be granted before the research begins.



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Functions of the Chairperson

- Conduct meetings in accordance with established regulations.
- Organize training for newly appointed members and ensure continuous training for existing members.
- Supervise and monitor the activities of the secretariat.
- Delegate responsibilities to committee members when required.
- Functions of the Secretary
- Convene meetings in consultation with the Chairperson.
- Circulate research proposals to committee members for review.
- Prepare proposal review materials for meetings.
- Oversee the work of committee members and support staff.
- Prepare, sign, and circulate the minutes of meetings to all members.
- Issue and sign approval and rejection letters.
- Sign the minutes of meetings and official approval letters.
- Sign the letter of approval and rejection.
- Sign the minutes of meetings and approval letters.

Dr. M. Abdullah Qazi
Assistant Director
Head of Medical Education Dept.
Women Medical & Dental College
Abbottabad.

Dr. M. Abdullah Qazi
Head of Department
Dental Education & Research,
Women Dental College,
Abbottabad

Copy to:

- All Directors
- All Concerned Members
- Office Copy