WOMEN DENTAL COLLEGE, ABBOTTABAD

Ref. No. WDC/Estb/86/ **Date: 05-10- 2026**

NOTIFICATION

Re-Constitution of Research & Publication Committee

With reference to Office Letter No. WDC/Estb/19145 dated 04-04-2023, the undersigned is pleased to re-constitute the Research & Publication Committee for Dental College of Women Dental College, Abbottabad, with immediate effect, as follows:

Sr. No.	Committee	Name of Members	Designation	Portfolio
1	**Research & Publication Committee**	Prof. Dr. Talib Hussain	Vice Principal (Basic)	Chairman
		Dr. Abdullah Qazi	HOD Med. Education	Member
		Dr. Uzair Ayub	A.P Periodontology	Member
		Dr. Azeem Gohar Khan	Research Manager	Member

Terms of Reference

The Committee shall:

1. **Promote research activities within the College**

- Foster a culture of research across the basic and clinical departments of the College and its affiliated teaching hospital, Rehmat Memorial Postgraduate Dental Hospital.
- Identify institutional research priorities in line with national oral health needs and the requirements of PMDC and HEC, and review them every year.
- Encourage collaboration with universities, research organisations and professional bodies.

2. **Facilitate research proposals and academic publications**

- Guide faculty and students in developing research proposals, and review each proposal for clarity, feasibility and methodological soundness.
- Refer proposals involving human participants, patient records or biological material to the Research Ethics Committee. This Committee does not replace ethical review.
- Advise authors on choosing suitable journals, with preference for HEC-recognised and indexed journals.
- Promote ethical publication practice, including authorship in line with ICMJE criteria, plagiarism screening before submission and disclosure of conflicts of interest.
- Support faculty in applying for research grants and funding in accordance with institutional policy.
- Track the progress of approved projects and obtain progress and completion reports from principal investigators.

3. **Encourage faculty and students to participate in research**

- Motivate faculty members to undertake research and mentor junior faculty in developing their research skills.
- Support undergraduate students, house officers and postgraduate trainees in conducting research under supervision.
- Arrange training in research methodology, biostatistics and scientific writing.

. Recognise outstanding research and publication achievements, and recommend awards or incentives to the Principal.

4. **Coordinate seminars, workshops and research activities**

. Prepare an annual calendar of seminars, and workshops.

. Coordinate the College's participation in national and international conferences, and the conferences

. Invite external experts and resource persons for academic sessions.

. Coordinate with the Research Cell, the Research Ethics Committee and other relevant committees to

5. **Maintain records of research and publications**

. Maintain a register of all research proposals, approvals, and ongoing and completed projects.

. Maintain a database of faculty and student publications, recording the journal, year, indexing status and HEC category.

. Keep all records up to date and ready for inspection by PMDC, HEC and other regulatory bodies.

Meetings and Procedure

1. The Committee shall meet at least once every quarter, and whenever the Chairman calls a meeting.

2. Three members, including the Chairman, shall form a quorum.

3. The Research Manager shall serve as secretary to the Committee. The secretary shall prepare the agenda, circulate it in advance and issue the minutes within seven days of each meeting.

4. The Committee shall decide by consensus. Where consensus is not possible, it shall decide by majority vote, and the Chairman shall hold the casting vote.

5. The Committee may co-opt additional members or invite subject experts, who shall not hold voting rights.

6. A member shall declare any conflict of interest and withdraw from deliberation on matters concerning that member's own work.

Reporting and Tenure

1. The Committee shall submit an annual report to the Principal covering its activities, the proposals reviewed, publications recorded and recommendations for the coming year.

2. The Committee shall hold office for two years from the date of this notification, unless the Principal re-constitutes it earlier. The Principal may amend its composition or terms of reference at any time.

3. This notification takes effect immediately and supersedes the composition notified through Office Letter No. WDC/Estb/19145 dated 04-04-2023.

Principal
Women Dental College
Abbottabad

Principal/ Dean
Women Dental College
Abbottabad

Copy to:

1. Executive Body, PEPS
2. Vice Principal (Basic / Clinical), WDC
3. All HODs (Basic / Clinical), Rehmat Hospital
4. Members of the Committee