



KEM HOSPITAL RESEARCH CENTRE

Sardar Moodliar Road, Rasta Peth, Pune - 411011
Email: research@kemhrcpune.org | Website: www.kemhrcpune.org
Contact Number: 020-66037336



Chairperson: Dr. Swaminathan Sivaram (PhD) | Director Research: Dr (Mrs) Laila F Garda (MD)

Policy for Encouraging Academics at King Edward Memorial Hospital Research Centre (KEMHRC), Pune

Introduction to KEMHRC:

In 1973, Banoobai Coyaji founded the King Edward Memorial Hospital Research Centre (KEMHRC), a not-for-profit organization established to conduct problem-oriented and problem-solving research in areas that affect the everyday lives of common people, with a particular emphasis on women and children. In 1985, KEMHRC was registered as an independent society. Research areas at KEMHRC include reproductive and child health (RCH), adolescent health, HIV/AIDS, quality of healthcare services, women's development, and various clinical topics. A multidisciplinary approach allows KEMHRC to support evidence-based services at KEM Hospital and inform public policy. While engaging in research of national relevance, KEMHRC also supports its researchers in pursuing higher education.

Academics at KEMHRC:

KEMHRC, as a multidisciplinary research institute, hosts students across its departments for academic research, internships, and training. The institute encourages its staff to pursue academic advancement, from graduation to PhD. It has consistently supported employees in obtaining postgraduate degrees, diploma courses, DNB training, and in completing university-mandated research projects. Similarly, KEMHRC supports external students—both from partner institutions and independent backgrounds—who seek to use its facilities or data for their academic work at graduate, postgraduate, or doctoral levels.

KEMHRC is recognized by Savitribai Phule Pune University (SPPU) as a PhD research centre in Health Sciences. Students enrolled through SPPU must follow the university's PhD regulations (**see Annexure 1**). Students pursuing other clinical research courses at KEMHRC must follow the respective program guidelines (**Annexures 2–4**).

Student Responsibilities:

- 1. Application Submission:** Students wishing to conduct academic research/internship/observership at KEMHRC must apply by filling out the official application form available on the KEMHRC website: www.kemhrcpune.org.
- 2. Initial Documentation:** Upon receiving a response from KEMHRC, the student must submit the following documents for review.:
 - a. A formal request letter from the student's academic institution
 - b. The research proposal
 - c. All relevant study-related documents

3. **Ethics Committee (EC) Submission:** Depending on the program, any student requiring EC approval must submit their complete study documents to the KEMHRC Ethics Committee (EC), in accordance with the KEMHRC-EC Standard Operating Procedures (SOPs). The EC review and approval typically take 1 to 2 months from the date of submission.
4. **DNB Studies at KEM Hospital Pune:** DNB-related research studies to be conducted at KEM Hospital Pune will also be reviewed by the KEMHRC Ethics Committee and must follow the same reporting and approval procedures.
5. **Post-Approval Responsibilities:** Once all required approvals are secured, the student must:
 - a. Inform the Academic Coordinator or Administration at KEMHRC of their expected arrival date and any support needed.
 - b. Submit a request for accommodation assistance, if required.
 - c. Report in person on the first day to the Academic Coordinator or designated departmental administrator, who will provide orientation and connect the student with relevant personnel.
 - d. Pay applicable fees in accordance with the norms of KEMHRC and the affiliating university, wherever applicable.
6. **Reports:** Students should submit work progress report periodically to the mentor and quarterly to KEMHRC, EC.

Scientific Publications:

We encourage students to publish their research in peer-reviewed journals. Authorship should follow the ICMJE (International Committee of Medical Journal Editors) guidelines. KEMHRC researchers who make substantial intellectual contributions must be appropriately included as co-authors. Additionally, staff involved in data collection, supervision, or training should be acknowledged. These decisions should be made in consultation with the student's KEMHRC mentor.

Academic Institution Responsibilities:

The academic institution must submit an official request letter, addressed to the Director, KEMHRC, from an authorized representative. This letter should outline the intent of collaboration and include the following details:

1. Names and number of students being proposed for academic engagement at KEMHRC.
2. Educational background and relevant academic records of each student.
3. A copy of each student's curriculum vitae (CV).
4. The research area, dissertation topic, or thesis title that the student intends to work on.
5. The proposed duration of the academic engagement or research study.
6. A statement regarding the need for support with accommodation, if applicable.
7. Any additional academic, logistical, or technical support required during the student's tenure.
8. The name and designation of the academic mentor/supervisor from the home institution.
9. A formal request for assigning a mentor from KEMHRC (Note: Appointment of a KEMHRC mentor is mandatory for all students).

10. An indication of the need for a language translator or field facilitator, especially for students who do not speak Marathi or Hindi.

KEMHRC Responsibilities:

1. **Assign a Student Mentor:** Appoint a student mentor from within KEMHRC to guide and support the student through administrative procedures and the Ethics Committee (EC) submission process.
2. **Facilitate EC Submission and Review:** For students residing outside Pune, accept soft copy submissions and, where feasible, waive the requirement for in-person appearances. Students are required to submit seven hard copies and one soft copy of the complete study proposal, along with all relevant documents, for initial EC review.
3. **Support Student Visit and Compliance:** Facilitate and coordinate student visits to KEMHRC. For international students, assist in obtaining necessary clearances, including support with Ministry of External Affairs (MEA) documentation and visa processing, if applicable.
4. **Provide Access to Institutional Facilities:** Offer access to institutional facilities such as internet, computer systems, software, printing, and stationery (on a cost-recovery basis), subject to proper requisition and administrative approval processes.
5. **Assist with Accommodation:** Help arrange suitable accommodation for students, where possible, on a cost-sharing basis.
6. **Issue Certificate of Completion:** Upon written request and successful completion of the assigned academic work, provide a certificate acknowledging the student's research engagement at KEMHRC.
7. **Appoint a Scientific Supervisor:** Designate one or more scientific supervisors from KEMHRC to provide academic and technical guidance throughout the student's research tenure.

Mentoring and Supervision:

Every student must have a local academic mentor from KEMHRC. Mentors are responsible for:

1. Introducing the student to KEMHRC systems and departments
2. Supporting research question development and protocol finalization
3. Guiding through EC processes and coordination with Director
4. Providing scientific oversight throughout the project
5. Assisting in data management, archiving, and milestone tracking
6. Attending EC or management committee meetings if required

Data Ownership and Usage:

All data generated at KEMHRC remains the property of the institution. Students, as primary data generators, may access this data for academic purposes as approved. Use of the data for any other purpose, including future research or publications, requires written approval from the Director, KEMHRC. Final datasets, raw data, and analytical code must be archived at KEMHRC.

Ethics Committee Fees and Submission:

All research studies must be reviewed by the KEMHRC Ethics Committee (EC). A standard EC fee of INR 25,000 per study applies (non-refundable). Students should be provided with a checklist of required documents for submission. The EC review and approval process typically takes 1–2 months from the date of submission.

Note: Applicant pursuing unfunded higher education/research may request a partial or full waiver. Such requests must be submitted in writing and will be considered at the discretion of the Director, KEMHRC.

Completion Certificate:

KEMHRC will issue a certificate to the student only upon written request and after submission of a completion report and clearance from the academic mentor and the relevant department.

International Students:

Foreign students must comply with all applicable FCRA, FRRO, and Ministry of External Affairs guidelines. KEMHRC will assist with necessary letters and documentation for visa applications, ethics clearance, and regulatory approvals. Students must initiate this process early to avoid delays.

Administration and Facilitation Fees:

Category	Indian Students	Foreign Students
KEMHRC SPPU PhD Students	₹ 25,150 per year as per SPPU norms	As per SPPU norms
Other University PhD Students	₹ 25,150 per year as per SPPU norms	As per SPPU norms
Internship/Observer ship- Master's Students (Less than 6 months)	₹ 10,000 (one-time)	USD 500 (one-time)
Internship/Observer ship- Graduate/Undergraduate Students (Less than 6 months)	₹ 5,000 (one-time)	USD 100 (one-time)
Students pursuing clinical courses at KEMHRC	As per respective annexure 2, 3, and 4/SPPU norms	As per respective annexure 2, 3, and 4/SPPU norms

1. All fees mentioned above will have additional 18% GST except for SPPU PhD course.
2. Applicants pursuing unfunded higher education/research may request a partial or full fee waiver. Such requests must be submitted in writing and will be considered at the discretion of the Director, KEMHRC.
3. Students from SPPU pursuing PhD at KEMHRC will pay fees as per SPPU norms. No waiver is available for SPPU PhD students.
4. Fees to be paid to KEMHRC, on approval of student's proposal by the KEMHRC Ethics Committee. For more than one-year duration, fees could be paid annually at the beginning

of academic year. Non-funded and deserving applicant may request the Director, KEMHRC for a waiver from paying fees. However, it is at the discretion of Director, KEMHRC to grant the waiver.

5. All applicable academic fees must be paid within the stipulated timelines as communicated at the time of enrolment or approval.
6. Failure to comply may result in the imposition of a late fee or penalty, the amount and nature of which shall be determined at the discretion of the Director, KEMHRC, based on the context, type of study, and specific circumstances of the case.
7. KEMHRC reserves the right to suspend or withhold academic services, ethical clearances, access to resources, or issuance of completion certificates until all outstanding dues are settled.

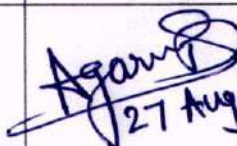
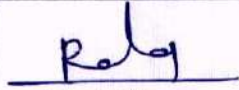

Governance and Decision-Making for Academic Activities at KEMHRC:

Academic activities at KEM Hospital Research Centre (KEMHRC) are overseen and coordinated through a structured governance system involving the following key roles:

1. **Director, KEM Hospital Research Centre** (currently Dr Laila Garda) is the final authority on all academic matters and is responsible for approvals, policy decisions, and institutional representation regarding academic collaborations and student engagement.
2. **Academic Coordinator, KEM Hospital Research Centre** (currently Dr Dhiraj Agarwal) serves as the primary point of contact for all academic-related inquiries, coordination of student activities, and liaison between students, departments, and the Ethics Committee. The coordinator also facilitates institutional compliance and reporting.
3. **Authorized Departmental Representative** at each department at KEMHRC may designate a representative who supports academic activities specific to that department. This person assists with departmental coordination, supervision, and facilitation of research processes for students affiliated with their unit.

Important Notes:

1. Association with KEMHRC as a student or scholar does not confer employment status.
2. Students must not misuse their affiliation or access to KEMHRC resources. In the event of damage or loss of institutional property during their tenure, students will be held financially responsible as per KEMHRC rules.

Policy Contributors	Name and Designation	Signature with Date
Revised by (from version 4 to 5)	Dr Dhiraj Agarwal, Senior Public Health Scientist & Academic Coordinator, KEMHRC, Pune	 27 Aug 2025
Reviewed by	Dr Ranjana Mundhe, Research Scientist & Member Secretary-EC, KEMHRC, Pune	 30/8/25
Approved by	Dr Laila Garda, Director, KEMHRC, Pune	 1/9/25.

Annexures:

Annexure 1: SPPU PhD norms

Annexure 2: Foundation Course in Clinical Research (FCCR)

Annexure 3: Advanced Course in Clinical Research (ACCR)

Annexure 4: Foundation Course in Clinical Research Practice (FCCRP)

Contact:

For more information or any clarifications, please contact, Dr Dhiraj Agarwal, Academic Coordinator @ dhiraj.agarwal@kemhrcvadu.org

Important Note for KEMHRC administration: This document must be updated when there is a change in responsible people or when there is a felt need due to changes in procedures

End of the Document



KEM HOSPITAL RESEARCH CENTRE

Sardar Moodliar Road, Rasta Peth, Pune - 411011

Email: research@kemhrcpune.org | Website: www.kemhrcpune.org

Contact Number: 020-66037336



Chairman: Dr Kurus J Coyaji (MD) | **Director Research:** Dr (Mrs) Laila F Garda (MD)

Annexure -II

Policy for Foundation Course in Clinical Research (FCCR) Program at King Edward Memorial Hospital Research Centre (KEMHRC), Pune

Introduction to KEMHRC:

KEM Hospital Research Centre (KEMHRC), Pune is well recognized research organization working since 1985 and is registered as a Trust & Society.

Considering the fact that KEMHRC was approached by many Institutes giving technical education in & around Pune, for FCCR program for their students at KEMHRC, a need for formulating Guidelines for the course was felt necessary.

FCCR Program Overview:

KEMHRC, being a multidisciplinary research institute has capacities to host students through its various departments to conduct studies, educational programs or gain training as part of curriculum. The FCCR program is a 3-month comprehensive course designed to provide candidates with in-depth knowledge and practical skills in clinical research .

The program targets individuals with a background in any bachelor or post-graduate degree in Life Science or Health Sciences (Bioscience, Pharmacy or Pharmaceutical Science, Nursing or Allied Science & any degree in medicine or related fields).

Vision:

To create a skilled & efficient team of professionals who will meet the clinical research requirements of the industry & academia.

Why Enroll for this Course?

- Specific program, contemporary, futuristic.
- Access to hand's-on learning opportunities
- Guidance regarding interpersonal skills like CV preparation, soft skills & presentations skills



KEM HOSPITAL RESEARCH CENTRE

Sardar Moodliar Road, Rasta Peth, Pune - 411011

Email: research@kemhrcpune.org | Website: www.kemhrcpune.org

Contact Number: 020-66037336



Chairman: Dr Kurus J Coyaji (MD) | **Director Research:** Dr (Mrs) Laila F Garda (MD)

Admission Process:

Approach-

- 1) Students to send a request mail to Internship@kemhrcpune.org & research@kemhrcpune.org with detailed information seeking initial permission.
- 2) Prospective students must hold a bachelor's or post-graduate degree in Life Science or Health Sciences.
- 3) The students need to submit an application duly to the KEMHRC, Pune for the program. Application forms are available online, and applicants will must submit a resume, a selection committee review applications and conduct interviews to assess eligibility and motivation.

Eligibility:

Individual aspirant students should have any degree in Life Science or Bioscience, Pharmacy or Pharmaceutical Science, Nursing or Allied Science & any degree in medicine or related fields.

Duration:

03 Months course

Medium of Instruction:

English

Administration and Facilitation Fees:

A non-refundable amount of Rs. 25,000/- (+GST 18%) per student per program of three months course.

Fees to be paid to KEM Hospital Research Centre, before student joins the course at KEMHRC, fees should be paid one time at the beginning of program & it would be non-refundable

Late Fees:

If the course fee is not paid within the specified due date, a late fee of Rs. 100/-per day will be added until the full payment is made.



KEM HOSPITAL RESEARCH CENTRE

Sardar Moodliar Road, Rasta Peth, Pune - 411011

Email: research@kemhrcpune.org | Website: www.kemhrcpune.org

Contact Number: 020-66037336



Chairman: Dr Kurus J Coyaji (MD) | **Director Research:** Dr (Mrs) Laila F Garda (MD)

Students Responsibilities:

1. Application for the FCCR should be submitted by the student to the Course Coordinator of KEMHRC
2. Students who are recommended from any institute/college need to submit a recommendation letter along with an application form.
3. After approval, the student should:
 - a. Inform administration at KEMHRC date of his/her joining and about required support.
 - b. Report to the administration at KEMHRC office or administration of concerned department of the program who would direct the student to appropriate person.
 - c. Before starting the program student should pay the fees as per the KEMHRC norms.

Submission of Report:

1. Agreement of Confidentiality form needs to be signed by students. (**Attachment II**)
2. The enrollment agreement needs to be submitted at the time of fee payment (**Attachment I**)
3. Student should submit the monthly assessment to the Course Coordinator of KEMHRC
4. Post assessment will be mandatory for the students.
5. After completion of the program certificate would be issued to only those with 80% attendance.

KEMHRC Responsibilities:

Responsibility includes the following:

1. Introducing the student to KEMHRC and concerned department's research activities and administration team and help with logistics wherever possible.
2. Technical support to student wherever needed.
3. Continued guidance during the program.
4. Supporting student in achieving goals/milestones e.g. timely completion of tasks, reporting etc.



KEM HOSPITAL RESEARCH CENTRE

Sardar Moodliar Road, Rasta Peth, Pune - 411011

Email: research@kemhrcpune.org | Website: www.kemhrcpune.org

Contact Number: 020-66037336



Chairman: Dr Kurus J Coyaji (MD) | **Director Research:** Dr (Mrs) Laila F Garda (MD)

Rules:

1. The students are not entitled for any benefits like KEMHRC employees.
2. Students have to be well dressed, decent and follow the minimum prescribed office rules and Code of Conduct. KEMHRC can terminate the program of any student by its own discretion if they find indiscipline and students engaged in illegal activities with or without return of fees.
3. Student must ensure that, if provided opportunities at KEMHRC; he/she will not misuse any kind of association with KEMHRC or any KEMHRC data accessed. Students have to look after their own safety & security including office infrastructure & assets etc. In case of loss, theft or damage of institutional property in possession of the student, during the student's tenure at KEMHRC, the student remains responsible for compensation to KEMHRC as per prevailing rules of KEMHRC.
4. In all matters, the decision of KEMHRC Management will be final.
5. Students should not communicate any confidential matters/documents of KEMHRC to others directly or indirectly except on a legal obligation and after discussion with KEMHRC Management.
6. Student must wear their I-card at all times during working hours.
7. Students have to submit their educational documents, proof of identity etc. to KEMHRC.
8. Students have to submit their "No Dues" certificate after returning assets & ID Card etc. and F&F settlement fees to be done & release order from the program has to be issued before receiving certificate.

Curriculum Development:

The curriculum is designed to cover key aspects of clinical research, including study design, ethical considerations, regulatory affairs, data management, and statistical analysis. A curriculum review committee, consisting of subject matter experts, updates the curriculum annually based on industry trends and feedback.

Faculty Guidelines:

Faculty members have a postgraduate degree in a relevant field and have practical experience in clinical research. Regular faculty training sessions are conducted to ensure updated knowledge and effective teaching methodologies.



KEM HOSPITAL RESEARCH CENTRE

Sardar Moodliar Road, Rasta Peth, Pune - 411011

Email: research@kemhrcpune.org | Website: www.kemhrcpune.org

Contact Number: 020-66037336



Chairman: Dr Kurus J Coyaji (MD) | **Director Research:** Dr (Mrs) Laila F Garda (MD)

Course Delivery: (Attachment-III)

The FCCR program covers the syllabus as per the current applicable laws, regulations and guidelines issued by the competent regulatory or health authorities in India for good clinical practice.

Careful planning from day one is essential for study success. The primary goal is to reduce the amount of time and resources required to activate a study. Lists of various study startup activities vary widely depending on the level of study detail provided. These elements are most critical and demand the most attention from sponsors, contract research organizations (CROs), monitors, and sites.

Assessment and Evaluation:

Student assessment includes sessional exam and final exams, assignments, participation in practical sessions and final dissertation report. Grading is based on a cumulative point system, with clear criteria for each assessment component.

Student Support Services:

Students have access to a dedicated program coordinator for academic support and guidance.

Internship/Practicum:

One month theory & two months internship in a clinical research setting is mandatory for program completion.

Quality Assurance:

An internal quality assurance team will conduct periodic reviews of the program, seeking feedback from faculty and students for continuous improvement.

Code of Conduct:

Students and faculty are expected to adhere to a code of conduct that includes punctuality, academic integrity, and respectful behavior. Violations may result in disciplinary action.



KEM HOSPITAL RESEARCH CENTRE

Sardar Moodliar Road, Rasta Peth, Pune - 411011

Email: research@kemhrcpune.org | Website: www.kemhrcpune.org

Contact Number: 020-66037336



Chairman: Dr Kurus J Coyaji (MD) | **Director Research:** Dr (Mrs) Laila F Garda (MD)

Certification:

Diploma Certificate will be awarded upon successful completion of the program requirements.

Communication Protocol:

Communication channels include regular emails, announcements in classes, and a dedicated online platform for program updates.

Compliance with Regulations:

The program complies with all relevant educational regulations and standards set by regulatory bodies.

FCCR activities at KEM Hospital Research Centre (KEMHRC) are overseen and coordinated through a structured governance system involving the following key roles:

- **Director, KEM Hospital Research Centre** (currently Dr Laila Garda) is the **final authority** on all FCCR matters and is responsible for approvals, policy decisions, and institutional representation regarding academic collaborations and student engagement.
- **Course Coordinator, KEM Hospital Research Centre** (currently Dr. Ranjana Mundhe) serves as the primary point of contact for all FCCR program related inquiries, coordination of student activities, and liaison between students & departments.
- **Academic Coordinator, KEM Hospital Research Centre** (currently Dr Dhiraj Agarwal) serves as the primary point of contact for all academic-related inquiries, coordination of student activities, and liaison between students, departments. The coordinator also facilitates institutional compliance and reporting.
- **Authorized Departmental Representative** at each department at KEMHRC may designate a representative who supports academic activities specific to that department. This person assists with departmental coordination, supervision, and facilitation of research processes for students affiliated with their unit.

Important Notes:

1. Getting associated with KEMHRC as a student does not automatically give status of an employee of KEMHRC in any form, to the student.



KEM HOSPITAL RESEARCH CENTRE

Sardar Moodliar Road, Rasta Peth, Pune - 411011

Email: research@kemhrmpune.org | Website: www.kemhrmpune.org

Contact Number: 020-66037336



Chairman: Dr Kurus J Coyaji (MD) | **Director Research:** Dr (Mrs) Laila F Garda (MD)

2. Student must ensure that, if provided FCCR program opportunities at KEMHRC; he/she will not misuse any kind of association with KEMHRC or any KEMHRC data accessed. In case of loss, theft or damage of institutional property in possession of the student, during the student's tenure at KEMHRC, the student remains responsible for compensation to KEMHRC as per prevailing rules of KEMHRC.

Policy Contributors	Name & Designation	Signature & Date
Revised by	Dr. Ranjana Mundhe Research Scientist & Member Secretary-EC, KEMHRC, Pune Course-Cordinator	 30/8/25
Reviewed by	Dr Dhiraj Agarwal, Senior Public Health Scientist & Academic Coordinator, KEMHRC, Pune	 31 Aug 2025
Approved by	Dr Laila Garda, Director, KEMHRC, Pune	 11/9/25.

Annexures:

1. Attachment I - FCCR Enrollment Agreement
2. Attachment II - FCCR Agreement of confidentiality
3. Attachment III – FCCR Program Syllabus

Contact:

For more information or any clarifications, please contact, Dr. Ranjana Mundhe, Course Coordinator at- internship@kemhrmpune.org

Important Note for KEMHRC administration: This document must be updated when there is a change in responsible people or when there is a felt need due to changes in procedures



KEM HOSPITAL RESEARCH CENTRE

Sardar Moodliar Road, Rasta Peth, Pune - 411011

Email: research@kemhrcpune.org | Website: www.kemhrcpune.org

Contact Number: 020-66037336



Chairman: Dr Kurus J Coyaji (MD) | **Director Research:** Dr (Mrs) Laila F Garda (MD)

Attachment I

Foundation Course in Clinical Research (FCCR) Enrollment Agreement

This Agreement ("Agreement") is entered into between KEM Hospital Research Centre, Pune, hereinafter referred to as the "Institution," and the student Name, hereinafter referred to as the "Student," for enrollment in the Foundation Course in Clinical Research (FCCR) course.

1. Installment Plans:

1.1 Total Course Fees: The total fees for the FCCR course amount to ₹25,000 + 18% GST only. Payable in the name of KEM Hospital Research Centre only.

1.2 Payment Options:

One-time Payment: The full course fees are payable before the course start date.

Two Installment Plans: For students unable to make a one-time payment, the fees may be paid in two installments as follows:

First Installment: ₹15,000 + 18% GST due before the course start date.

Second Installment: ₹10,000 + 18% GST due within 45 days after the course start date.

2. Terms & Conditions:

2.1 Payment Deadline: All payments must be made by the specified deadlines to ensure enrollment in the course.

2.2 Late Payments: Failure to make payments by the specified deadlines will result in penalties and potential suspension from the course until payments are settled.

2.3 Late Fees: If the course fee is not paid within the specified due date, a late fee of Rs. 100/- per day will be added until the full payment is made.

2.4 Course Access: Access to course materials and participation in classes will only be granted to students who have cleared all outstanding fees.



KEM HOSPITAL RESEARCH CENTRE

Sardar Moodliar Road, Rasta Peth, Pune - 411011

Email: research@kemhrcpune.org | Website: www.kemhrcpune.org

Contact Number: 020-66037336



Chairman: Dr Kurus J Coyaji (MD) | **Director Research:** Dr (Mrs) Laila F Garda (MD)

2.5 Refund Policy: Refunds will not be issued after the course start date. Refund requests before the course start date are subject to a deduction of administrative charges. (GST paid will not be refunded)

2.6 Course Withdrawal: Students who withdraw from the course after the start date will not be eligible for a refund of any portion of the fees.

2.7 Course Completion Certificate: Completion certificates will only be issued to students who have fulfilled all financial obligations and successfully completed the course requirements.

2.8 FCCR Course Policy: Students who enrolled in the course should compulsory follow the FCCR policies.

3. Agreement:

By signing below, the student acknowledges that they have read, understood, and agree to abide by the installment plans and terms & conditions outlined above.

Student Name:

Institution Representative:

Signature & Date:

Signature & Date:

Note: *This agreement serves as a legally binding contract between the student and the educational institution. Both parties should retain a signed copy for their records.*



KEM HOSPITAL RESEARCH CENTRE

Sardar Moodliar Road, Rasta Peth, Pune - 411011

Email: research@kemhrcpune.org | Website: www.kemhrcpune.org

Contact Number: 020-66037336



Chairman: Dr Kurus J Coyaji (MD) | **Director Research:** Dr (Mrs) Laila F Garda (MD)

Attachment II

AGREEMENT OF CONFIDENTIALITY

I, _____, have been appointed for FCCR program, _____, at KEM Hospital Research Centre; hereby agree to treat all documents and information pertaining to research projects that may be entrusted to me for review as confidential, and not to divulge their contents to any person outside KEMHRC without the consent of the Director Research & respective department head.

Signature: _____

Date:

Dr. Laila Garda
Director, KEMHRC
Pune.



KEM HOSPITAL RESEARCH CENTRE

Sardar Moodliar Road, Rasta Peth, Pune - 411011

Email: research@kemhrcpune.org | Website: www.kemhrcpune.org

Contact Number: 020-66037336



Chairman: Dr Kurus J Coyaji (MD) | **Director Research:** Dr (Mrs) Laila F Garda (MD)

Annexure-III

Policy for Advanced Course in Clinical Research (ACCR) Program at King Edward Memorial Hospital Research Centre (KEMHRC), Pune

Introduction to KEMHRC:

KEM Hospital Research Centre (KEMHRC), Pune is well recognized research organization working since 1985 and is registered as a Trust & Society.

Considering the fact that KEMHRC was approached by many Institutes giving technical education in & around Pune, for ACCR program for their students at KEMHRC, a need for formulating Guidelines for the course was felt necessary.

ACCR Program Overview:

KEMHRC, being a multidisciplinary research institute has capacities to host students through its various departments to conduct studies, educational programs or gain training as part of curriculum. The ACCR program is a 6-month comprehensive course designed to provide candidates with in-depth knowledge and practical skills in clinical research. The program targets individuals with a background in any degree in Life Science or Bioscience, Pharmacy or Pharmaceutical Science, Nursing or Allied Science & any degree in medicine or related fields.

Vision:

To create a skilled & efficient team of professionals who will meet the clinical research requirements of the industry & academia.

Why Enroll for this Course?

- Specific program, contemporary, futuristic.
- Access to hand's-on learning opportunities
- Guidance regarding interpersonal skills like CV preparation, soft skills & presentations skills



KEM HOSPITAL RESEARCH CENTRE

Sardar Moodliar Road, Rasta Peth, Pune - 411011

Email: research@kemhrcpune.org | Website: www.kemhrcpune.org

Contact Number: 020-66037336



Chairman: Dr Kurus J Coyaji (MD) | **Director Research:** Dr (Mrs) Laila F Garda (MD)

Admission Process:

Approach-

- 1) Students to send a request mail to Internship@kemhrcpune.org & research@kemhrcpune.org with detailed information seeking initial permission.
- 2) Prospective students must hold a bachelor's or post-graduate degree in Life Science or Health Sciences.
- 3) The students need to submit an application duly to the KEMHRC, Pune for the program. Application forms are available online, and applicants will must submit a resume, a selection committee review applications and conduct interviews to assess eligibility and motivation.

Eligibility:

Individual aspirant students should have any degree in Life Science or Health Sciences (Bioscience, Pharmacy or Pharmaceutical Science, Nursing or Allied Science & any degree in medicine or related fields).

Duration:

06 Months course

Medium of Instruction:

English

Administration and Facilitation Fees:

A non-refundable amount of Rs. 50,000/- (+GST 18%) per student per program of six months course.

Fees to be paid to KEM Hospital Research Centre, before student joins the course at KEMHRC, fees should be paid one time at the beginning of program & it would be non-refundable



KEM HOSPITAL RESEARCH CENTRE

Sardar Moodliar Road, Rasta Peth, Pune - 411011

Email: research@kemhrcpune.org | Website: www.kemhrcpune.org

Contact Number: 020-66037336



Chairman: Dr Kurus J Coyaji (MD) | **Director Research:** Dr (Mrs) Laila F Garda (MD)

Late Fees:

If the course fee is not paid within the specified due date, a late fee of Rs. 100/-per day will be added until the full payment is made.

Students Responsibilities:

1. Application for the ACCR should be submitted by the student to the Course Coordinator of KEMHRC
2. Students who are recommended from any institute/college need to submit a recommendation letter along with an application to the Course Coordinator of KEMHRC
3. After approval, the student should:
 - a. Inform administration at KEMHRC date of his/her joining and about required support.
 - b. Report to the administration at KEMHRC office or administration of concerned department of the program who would direct the student to appropriate person.
 - c. Before starting the program student should pay the fees as per the KEMHRC norms.

Submission of Report:

1. Agreement of Confidentiality form needs to be signed by students (**Attachment II**)
2. The enrollment agreement needs to be submitted at the time of fee payment (**Attachment I**)
3. Student should submit the monthly assessment to the Course Coordinator of KEMHRC
4. Post assessment will be mandatory for the students.
5. After completion of the program certificate would be issued to only those with 80% attendance.

KEMHRC Responsibilities:

Responsibility includes the following:

1. Introducing the student to KEMHRC and concerned department's research activities and administration team and help with logistics wherever possible.
2. Technical support to student wherever needed.
3. Continued guidance during the program.
4. Supporting student in achieving goals/milestones e.g. timely completion of tasks, reporting etc.



KEM HOSPITAL RESEARCH CENTRE

Sardar Moodliar Road, Rasta Peth, Pune - 411011

Email: research@kemhrcpune.org | Website: www.kemhrcpune.org

Contact Number: 020-66037336



Chairman: Dr Kurus J Coyaji (MD) | **Director Research:** Dr (Mrs) Laila F Garda (MD)

Rules:

1. The students are not entitled for any benefits like KEMHRC employees.
2. Students have to be well dressed, decent and follow the minimum prescribed office rules and Code of Conduct. KEMHRC can terminate the program of any student by its own discretion if they find indiscipline and students engaged in illegal activities with or without return of fees.
3. Student must ensure that, if provided opportunities at KEMHRC; he/she will not misuse any kind of association with KEMHRC or any KEMHRC data accessed. Students have to look after their own safety & security including office infrastructure & assets etc. In case of loss, theft or damage of institutional property in possession of the student, during the student's tenure at KEMHRC, the student remains responsible for compensation to KEMHRC as per prevailing rules of KEMHRC.
4. In all matters, the decision of KEMHRC Management will be final.
5. Students should not communicate any confidential matters/documents of KEMHRC to others directly or indirectly except on a legal obligation and after discussion with KEMHRC Management.
6. Student must wear their I-card at all times during working hours.
7. Students have to submit their educational documents, proof of identity etc.to KEMHRC.
8. Students have to submit their "No Dues" certificate after returning assets & ID Card etc. and F&F settlement fees to be done & release order from the program has to be issued before receiving certificate.

Curriculum Development:

The curriculum is designed to cover key aspects of clinical research, including study design, ethical considerations, regulatory affairs, data management, and statistical analysis. A curriculum review committee, consisting of subject matter experts, updates the curriculum annually based on industry trends and feedback.

Faculty Guidelines:

Faculty members have a postgraduate degree in a relevant field and have practical experience in clinical research. Regular faculty training sessions are conducted to ensure updated knowledge and effective teaching methodologies.



KEM HOSPITAL RESEARCH CENTRE

Sardar Moodliar Road, Rasta Peth, Pune - 411011

Email: research@kemhrcpune.org | Website: www.kemhrcpune.org

Contact Number: 020-66037336



Chairman: Dr Kurus J Coyaji (MD) | **Director Research:** Dr (Mrs) Laila F Garda (MD)

Course Delivery: (Attachment-III)

The ACCR program covers the following syllabus as per the current applicable laws, regulations and guidelines issued by the competent regulatory or health authorities in India for good clinical practice.

Careful planning from day one is essential for study success. The primary goal is to reduce the amount of time and resources required to activate a study. Lists of various study startup activities vary widely depending on the level of study detail provided. These elements are most critical and demand the most attention from sponsors, contract research organizations (CROs), monitors, and sites.

Assessment and Evaluation:

Student assessment includes sessional and final exams, assignments, participation in practical sessions and final dissertation report. Grading is based on a cumulative point system, with clear criteria for each assessment component.

Student Support Services:

Students have access to a dedicated program coordinator for academic support and guidance.

Internship/Practicum:

Two months theory & four months internship in a clinical research setting is mandatory for program completion.

Quality Assurance:

An internal quality assurance team will conduct periodic reviews of the program, seeking feedback from faculty and students for continuous improvement.

Code of Conduct:

Students and faculty are expected to adhere to a code of conduct that includes punctuality, academic integrity, and respectful behavior. Violations may result in disciplinary action.

Certification:

Diploma Certificate will be awarded upon successful completion of the program requirements.



KEM HOSPITAL RESEARCH CENTRE

Sardar Moodliar Road, Rasta Peth, Pune - 411011

Email: research@kemhrcpune.org | Website: www.kemhrcpune.org

Contact Number: 020-66037336



Chairman: Dr Kurus J Coyaji (MD) | **Director Research:** Dr (Mrs) Laila F Garda (MD)

Communication Protocol:

Communication channels include regular emails, announcements in classes, and a dedicated online platform for program updates.

Compliance with Regulations:

The program complies with all relevant educational regulations and standards set by regulatory bodies.

ACCR activities at KEM Hospital Research Centre (KEMHRC) are overseen and coordinated through a structured governance system involving the following key roles:

- **Director, KEM Hospital Research Centre** (currently Dr Laila Garda) is the **final authority** on all ACCR matters and is responsible for approvals, policy decisions, and institutional representation regarding academic collaborations and student engagement.
- **Course Coordinator, KEM Hospital Research Centre** (currently Dr. Ranjana Mundhe) serves as the primary point of contact for all ACCR program related inquiries, coordination of student activities, and liaison between students & departments.
- **Academic Coordinator, KEM Hospital Research Centre** (currently Dr Dhiraj Agarwal) serves as the primary point of contact for all academic-related inquiries, coordination of student activities, and liaison between students, departments. The coordinator also facilitates institutional compliance and reporting.
- **Authorized Departmental Representative** at each department at KEMHRC may designate a representative who supports academic activities specific to that department. This person assists with departmental coordination, supervision, and facilitation of research processes for students affiliated with their unit.

Important Notes:

1. Getting associated with KEMHRC as a student does not automatically give status of an employee of KEMHRC in any form, to the student.
2. Student must ensure that, if provided ACCR program opportunities at KEMHRC; he/she will not misuse any kind of association with KEMHRC or any KEMHRC data accessed. In case of loss, theft or damage of institutional property in possession of the student, during the student's tenure at



KEM HOSPITAL RESEARCH CENTRE

Sardar Moodliar Road, Rasta Peth, Pune - 411011

Email: research@kemhrcpune.org | Website: www.kemhrcpune.org

Contact Number: 020-66037336



Chairman: Dr Kurus J Coyaji (MD) | **Director Research:** Dr (Mrs) Laila F Garda (MD)

KEMHRC, the student remains responsible for compensation to KEMHRC as per prevailing rules of KEMHRC.

Policy Contributors	Name & Designation	Signature & Date
Revised by	Dr. Ranjana Mundhe Research Scientist & Member Secretary-EC, KEMHRC, Pune Course-Cordinator	 30/8/25
Reviewed by	Dr Dhiraj Agarwal, Senior Public Health Scientist & Academic Coordinator, KEMHRC, Pune	 31 Aug 2025
Approved by	Dr Laila Garda, Director, KEMHRC, Pune	 1/9/25

Annexures:

1. Attachment I - ACCR Enrollment Agreement
2. Attachment II - ACCR Agreement confidentiality
3. Attachment III – ACCR Program Syllabus

Contact:

For more information or any clarifications, please contact, Dr. Ranjana Mundhe, Course Coordinator at Internship@kemhrcpune.org

Important Note for KEMHRC administration: This document must be updated when there is a change in responsible people or when there is a felt need due to changes in procedures.

End of the document



KEM HOSPITAL RESEARCH CENTRE

Sardar Moodliar Road, Rasta Peth, Pune - 411011

Email: research@kemhrcpune.org | Website: www.kemhrcpune.org

Contact Number: 020-66037336



Chairman: Dr Kurus J Coyaji (MD) | **Director Research:** Dr (Mrs) Laila F Garda (MD)

Attachment -II

AGREEMENT OF CONFIDENTIALITY

I, _____, have been appointed for ACCR program, _____, at KEM Hospital Research Centre; hereby agree to treat all documents and information pertaining to research projects that may be entrusted to me for review as confidential, and not to divulge their contents to any person outside KEMHRC without the consent of the Director Research & respective department head.

Signature: _____

Date:

Dr. Laila Garda
Director, KEMHRC
Pune.



KEM HOSPITAL RESEARCH CENTRE

Sardar Moodliar Road, Rasta Peth, Pune - 411011

Email: research@kemhrcpune.org | Website: www.kemhrcpune.org

Contact Number: 020-66037336



Chairman: Dr Kurus J Coyaji (MD) | **Director Research:** Dr (Mrs) Laila F Garda (MD)

Attachment – I

ACCR Course Enrollment Agreement:

This Agreement ("Agreement") is entered into between KEM Hospital Research Centre, Pune, hereinafter referred to as the "Institution," and the student Name, hereinafter referred to as the "Student," for enrollment in the Advanced Course in Clinical Research (ACCR) course.

1. Installment Plans:

1.1 Total Course Fees: The total fees for the ACCR course amount to ₹50,000 + 18% GST only. Payable in the name of KEM Hospital Research Centre only.

1.2 Payment Options:

One-time Payment: The full course fees are payable before the course start date.

Two Installment Plans: For students unable to make a one-time payment, the fees may be paid in two installments as follows:

First Installment: ₹25,000 + 18% GST due before the course start date.

Second Installment: ₹25,000 + 18% GST due within 90 days after the course start date.

Three Installment Plans: For further flexibility, the fees may be paid in three installments as follows:

First Installment: ₹20,000 + 18% GST due before the course start date.

Second Installment: ₹15,000 + 18% GST due within 45 days after the course start date.

Third Installment: ₹15,000 + 18% GST due within 45 days after the course start date.

2. Terms & Conditions:

2.1 Payment Deadline: All payments must be made by the specified deadlines to ensure enrollment in the course.

2.2 Late Payments: Failure to make payments by the specified deadlines will result in penalties and potential suspension from the course until payments are settled.



KEM HOSPITAL RESEARCH CENTRE

Sardar Moodliar Road, Rasta Peth, Pune - 411011

Email: research@kemhrcpune.org | Website: www.kemhrcpune.org

Contact Number: 020-66037336



Chairman: Dr Kurus J Coyaji (MD) | **Director Research:** Dr (Mrs) Laila F Garda (MD)

2.3 Late Fees:

If the course fee is not paid within the specified due date, a late fee of Rs. 100/-per day will be added until the full payment is made.

2.4 Course Access: Access to course materials and participation in classes will only be granted to students who have cleared all outstanding fees.

2.5 Refund Policy: Refunds will not be issued after the course start date. Refund requests before the course start date are subject to a deduction of administrative charges. (GST paid will not be refunded)

2.6 Course Withdrawal: Students who withdraw from the course after the start date will not be eligible for a refund of any portion of the fees.

2.7 Course Completion Certificate: Completion certificates will only be issued to students who have fulfilled all financial obligations and successfully completed the course requirements.

2.8 ACCR Course Policy: Students who enrolled in the course should compulsorily follow the ACCR policies.

3. Agreement:

By signing below, the student acknowledges that they have read, understood, and agree to abide by the installment plans and terms & conditions outlined above.

Student Name:

Institution Representative:

Signature & Date:

Signature & Date:

Note: *This agreement serves as a legally binding contract between the student and the educational institution. Both parties should retain a signed copy for their records.*



KEM HOSPITAL RESEARCH CENTRE

Sardar Moodliar Road, Rasta Peth, Pune - 411011

Email: research@kemhrcpune.org | Website: www.kemhrcpune.org

Contact Number: 020-66037336



Chairman: Dr Kurus J Coyaji (MD) | **Director Research:** Dr (Mrs) Laila F Garda (MD)

Annexure-IV

Policy for Foundation Course in Clinical Research Practice (FCCRP) at King Edward Memorial Hospital Research Centre (KEMHRC), Pune

Introduction to KEMHRC:

KEM Hospital Research Centre (KEMHRC), Pune is well recognized research organization working since 1985 and is registered as a Trust & Society.

Considering the fact that KEMHRC was approached by many Institutes giving technical education in & around Pune, for FCCRP program for their students at KEMHRC, a need for formulating Guidelines for the course was felt necessary.

FCCRP Program Overview:

KEMHRC, being a multidisciplinary research institute has capacities to host students through its various departments to conduct studies, educational programs or gain training as part of curriculum. The FCCRP program is a 3-months comprehensive course designed to provide candidates with in-depth knowledge and practical skills in clinical research. The program targets individuals with a background in any degree in Life Science or Bioscience, Pharmacy or Pharmaceutical Science, Nursing or Allied Science & any degree in medicine or related fields.

Vision:

To create a skilled & efficient team of professionals who will meet the clinical research requirements of the industry & academia.

Why Enroll for this Course?

- Specific program, contemporary, futuristic.
- Access to hand's-on learning opportunities
- Guidance regarding interpersonal skills like CV preparation, soft skills & presentations skills



KEM HOSPITAL RESEARCH CENTRE

Sardar Moodliar Road, Rasta Peth, Pune - 411011
Email: research@kemhrcpune.org | Website: www.kemhrcpune.org
Contact Number: 020-66037336



Chairman: Dr Kurus J Coyaji (MD) | **Director Research:** Dr (Mrs) Laila F Garda (MD)

Admission Process:

Approach-

- 1) Students to send a request mail to Internship@kemhrcpune.org & research@kemhrcpune.org with detailed information seeking initial permission.
- 2) Prospective students must hold a bachelor's or post-graduate degree in Life Science or Health Sciences.
- 3) The students need to submit an application duly to the KEMHRC, Pune for the program. Application forms are available online, and applicants will must submit a resume, a selection committee review applications and conduct interviews to assess eligibility and motivation.

Eligibility:

Minimum eligibility needed for applying to the FCCRP program individual should have completed Postgraduate Diploma or Advanced Course or Certificate course in Clinical Research after completion of Graduation or post-graduate from a recognized university with a minimum aggregate score of 50% (Aggregate of three/four years for graduate degree holders) at the level of graduation.

Duration:

03 Months course

Medium of Instruction:

English

Administration and Facilitation Fees:

A non-refundable amount of Rs. 10,000/- (+GST 18%) per student per program of three months course.

Fees to be paid to KEM Hospital Research Centre, before student joins the course at KEMHRC, fees should be paid one time at the beginning of program & it would be non-refundable



KEM HOSPITAL RESEARCH CENTRE

Sardar Moodliar Road, Rasta Peth, Pune - 411011
Email: research@kemhrcpune.org | Website: www.kemhrcpune.org
Contact Number: 020-66037336



Chairman: Dr Kurus J Coyaji (MD) | **Director Research:** Dr (Mrs) Laila F Garda (MD)

Students Responsibilities:

1. Application for the FCCRP should be submitted by the student to the Course Coordinator of KEMHRC
2. Students who are recommended from any institute/college need to submit a recommendation letter along with an application to the Course Coordinator of KEMHRC
3. After approval, the student should:
 - a. Inform administration at KEMHRC date of his/her joining and about required support.
 - b. Report to the administration at KEMHRC office or administration of concerned department of the program who would direct the student to appropriate person.
 - c. Before starting the program student should pay the fees as per the KEMHRC norms.

Submission of Report:

1. Agreement of Confidentiality form needs to be signed by students. **(Attachment I)**
2. Student should submit the monthly assessment to the Course Coordinator of KEMHRC
3. Post assessment will be mandatory for the students.
4. After completion of the program certificate would be issued to only those with 80% attendance.

KEMHRC Responsibilities:

Responsibility includes the following:

1. Introducing the student to KEMHRC and concerned department's research activities and administration team and help with logistics wherever possible.
2. Technical support to student wherever needed.
3. Continued guidance during the program.
4. Supporting student in achieving goals/milestones e.g. timely completion of tasks, reporting etc.



KEM HOSPITAL RESEARCH CENTRE

Sardar Moodliar Road, Rasta Peth, Pune - 411011

Email: research@kemhrcpune.org | Website: www.kemhrcpune.org

Contact Number: 020-66037336



Chairman: Dr Kurus J Coyaji (MD) | **Director Research:** Dr (Mrs) Laila F Garda (MD)

Rules:

1. The students are not entitled for any benefits like KEMHRC employees.
2. Students have to be well dressed, decent and follow the minimum prescribed office rules and Code of Conduct. KEMHRC can terminate the program of any student by its own discretion if they find indiscipline and students engaged in illegal activities with or without return of fees.
3. Student must ensure that, if provided opportunities at KEMHRC; he/she will not misuse any kind of association with KEMHRC or any KEMHRC data accessed. Students have to look after their own safety & security including office infrastructure & assets etc. In case of loss, theft or damage of institutional property in possession of the student, during the student's tenure at KEMHRC, the student remains responsible for compensation to KEMHRC as per prevailing rules of KEMHRC.
4. In all matters, the decision of KEMHRC Management will be final.
5. Students should not communicate any confidential matters/documents of KEMHRC to others directly or indirectly except on a legal obligation and after discussion with KEMHRC Management.
6. Student must wear their I-card at all times during working hours.
7. Students have to submit their educational documents, proof of identity etc. to KEMHRC. 8. Students have to submit their "No Dues" certificate after returning assets & ID Card etc. and F&F settlement fees to be done & release order from the program has to be issued before receiving certificate.

Curriculum Development:

The curriculum is designed to cover key aspects of clinical research, including study design, ethical considerations, regulatory affairs, data management, and statistical analysis. A curriculum review committee, consisting of subject matter experts, updates the curriculum annually based on industry trends and feedback.



KEM HOSPITAL RESEARCH CENTRE

Sardar Moodliar Road, Rasta Peth, Pune - 411011

Email: research@kemhrcpune.org | Website: www.kemhrcpune.org

Contact Number: 020-66037336



Chairman: Dr Kurus J Coyaji (MD) | **Director Research:** Dr (Mrs) Laila F Garda (MD)

Faculty Guidelines:

Faculty members have a postgraduate degree in a relevant field and have practical experience in clinical research. Regular faculty training sessions are conducted to ensure updated knowledge and effective teaching methodologies.

Course Delivery: (Attachment-II)

The FCCRP program covers the following syllabus as per the current applicable laws, regulations and guidelines issued by the competent regulatory or health authorities in India for good clinical practice.

Careful planning from day one is essential for study success. The primary goal is to reduce the amount of time and resources required to activate a study. Lists of various study startup activities vary widely depending on the level of study detail provided. These elements are most critical and demand the most attention from sponsors, contract research organizations (CROs), monitors, and sites.

Assessment and Evaluation:

Student assessment includes sessional and final exams, assignments, participation in practical sessions and final dissertation report. Grading is based on a cumulative point system, with clear criteria for each assessment component.

Student Support Services:

Students have access to a dedicated program coordinator for academic support and guidance.

Internship/Practicum:

Two months theory & four months internship in a clinical research setting is mandatory for program completion.

Quality Assurance:

An internal quality assurance team will conduct periodic reviews of the program, seeking feedback from faculty and students for continuous improvement.



KEM HOSPITAL RESEARCH CENTRE

Sardar Moodliar Road, Rasta Peth, Pune - 411011
Email: research@kemhrcpune.org | Website: www.kemhrcpune.org
Contact Number: 020-66037336



Chairman: Dr Kurus J Coyaji (MD) | **Director Research:** Dr (Mrs) Laila F Garda (MD)

Code of Conduct:

Students and faculty are expected to adhere to a code of conduct that includes punctuality, academic integrity, and respectful behavior. Violations may result in disciplinary action.

Certification:

Diploma Certificate will be awarded upon successful completion of the program requirements.

Communication Protocol:

Communication channels include regular emails, announcements in classes, and a dedicated online platform for program updates.

Compliance with Regulations:

The program complies with all relevant educational regulations and standards set by regulatory bodies.

FCCRP activities at KEM Hospital Research Centre (KEMHRC) are overseen and coordinated through a structured governance system involving the following key roles:

- **Director, KEM Hospital Research Centre** (currently Dr Laila Garda) is the **final authority** on all FCCRP matters and is responsible for approvals, policy decisions, and institutional representation regarding academic collaborations and student engagement.
- **Course Coordinator, KEM Hospital Research Centre** (currently Dr. Ranjana Mundhe) serves as the primary point of contact for all FCCRP program related inquiries, coordination of student activities, and liaison between students & departments.
- **Academic Coordinator, KEM Hospital Research Centre** (currently Dr Dhiraj Agarwal) serves as the primary point of contact for all academic-related inquiries, coordination of student activities, and liaison between students, departments. The coordinator also facilitates institutional compliance and reporting.
- **Authorized Departmental Representative** at each department at KEMHRC may designate a representative who supports academic activities specific to that department. This person assists with departmental coordination, supervision, and facilitation of research processes for students affiliated with their unit.



KEM HOSPITAL RESEARCH CENTRE

Sardar Moodliar Road, Rasta Peth, Pune - 411011

Email: research@kemhrcpune.org | Website: www.kemhrcpune.org

Contact Number: 020-66037336


icmr
INDIAN COUNCIL OF
MEDICAL RESEARCH

CCoE
COLLABORATING CENTRE
OF EXCELLENCE

Chairman: Dr Kurus J Coyaji (MD) | **Director Research:** Dr (Mrs) Laila F Garda (MD)

Important Notes:

1. Getting associated with KEMHRC as a student does not automatically give status of an employee of KEMHRC in any form, to the student.
2. Student must ensure that, if provided FCCRP program opportunities at KEMHRC; he/she will not misuse any kind of association with KEMHRC or any KEMHRC data accessed. In case of loss, theft or damage of institutional property in possession of the student, during the student's tenure at KEMHRC, the student remains responsible for compensation to KEMHRC as per prevailing rules of KEMHRC.

Policy Contributors	Name & Designation	Signature & Date
Revised by	Dr. Ranjana Mundhe Research Scientist & Member Secretary-EC, KEMHRC, Pune Course-Cordinator	 30/8/25
Reviewed by	Dr Dhiraj Agarwal, Senior Public Health Scientist & Academic Coordinator, KEMHRC, Pune	 31 Aug 2025
Approved by	Dr Laila Garda, Director, KEMHRC, Pune	 1/9/25.

Annexures:

1. Attachment I - FCCRP Enrollment Agreement
2. Attachment II - FCCRP Agreement of confidentiality
3. Attachment III – FCCRP Program Syllabus



KEM HOSPITAL RESEARCH CENTRE

Sardar Moodliar Road, Rasta Peth, Pune - 411011

Email: research@kemhrcpune.org | Website: www.kemhrcpune.org

Contact Number: 020-66037336



Chairman: Dr Kurus J Coyaji (MD) | **Director Research:** Dr (Mrs) Laila F Garda (MD)

Contact:

For more information or any clarifications, please contact, Dr. Ranjana Mundhe, Course Coordinator at- internship@kemhrcpune.org

Important Note for KEMHRC administration: This document must be updated when there is a change in responsible people or when there is a felt need due to changes in procedures

End of the Document.



KEM HOSPITAL RESEARCH CENTRE

Sardar Moodliar Road, Rasta Peth, Pune - 411011

Email: research@kemhrcpune.org | Website: www.kemhrcpune.org

Contact Number: 020-66037336



Chairman: Dr Kurus J Coyaji (MD) | **Director Research:** Dr (Mrs) Laila F Garda (MD)

Attachment I

AGREEMENT OF CONFIDENTIALITY

I, _____, have been appointed for FCCRP program, _____, at KEM Hospital Research Centre; hereby agree to treat all documents and information pertaining to research projects that may be entrusted to me for review as confidential, and not to divulge their contents to any person outside KEMHRC without the consent of the Director Research & respective department head.

Signature: _____

Date:

Dr. Laila Garda

Director, KEMHRC

Pune.