

## SOP of Scientific Review Board

- Every Scientific paper received through Principal reaches the Member Secretary of Scientific Review Board. Papers are checked as per the Checklists I/II/III and sent for respective Department subject experts for review.
- Once its reviewed, corrections are made by the student and presented Phase wise before the committee on a specific date ( Usually on 19<sup>th</sup> or 20<sup>th</sup> ).
- The corrections suggested by the reviewers are entered on the Scientific committee review form and then student modifies his/her paper accordingly and resubmits by 23<sup>rd</sup> of that month.
- Scientific Review papers received from 15<sup>th</sup> of previous month to 15<sup>th</sup> of present month are reviewed, presented and submitted to Central Ethics committee as both hard and soft copy on 25<sup>th</sup> of every month.