

SOP OF THE INSTITUTIONAL ETHICS COMMITTEE

1. Scope of the committee:

Institutional Ethics Committee would be responsible towards ensuring that ICMR guidelines are followed properly during any kind of research activity taken up in the college. Mandate of the committee is to review prospective and continuing research protocols so as to safeguard the dignity, rights, safety, and well-being of all actual or potential participants in research. This is in cognizance of the fact that the goals of research, should never be permitted to override the health, well-being, and care of research participants.

2. Composition of the committee:

- Chairperson (Experienced person from outside the institution)
- Member Secretary (staff member of institution)
- Medical scientist
- Clinician
- Legal Expert
- Social Scientist
- Lay person
- Independent Consultant
- Members from the Institution

3. Steps taken for functioning of the committee

1. Invite applications for Review by IEC
2. Schedule IEC meetings, prepare the agenda and minutes
3. Organize IEC documentation, communication and archiving
4. Ensure adherence of EC functioning to the guidelines
5. Assess the need for expedited review/ exemption from review or full review
6. Informing the applicants regarding decision of IEC