



SOP: 3

PROCEDURE TO APPOINT SUITABLE MEMBERS OF IEC, IGIDS

PURPOSE

To appoint suitable members for the IEC, IGIDS.

SCOPE

Applicable to IGIDS only.

RESPONSIBILITY

Dean (Head of the Institute) and Chairman of the IEC are responsible for implementing this SOP.

PROCEDURE

1. Dean in consultation with Chairman will nominate the members of IEC, who have the necessary qualification and experience to review and evaluate the scientific, medical and ethical content of the proposed study.
2. When needed, IEC will invite subject experts to offer their views.
3. The appointment of an IEC member will be for a period of three years.
4. Dean in consultation with Chairman may renew the appointment on the basis of the member's contribution.
5. Each member is required to sign the declaration and confidentiality agreement regarding IEC activities.

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Member, IEC

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Prof. Dr. R. Madhavan Nirmal
Chairman, IEC, IGIDS, SBV





Resignation Replacement and Disqualification of Members

Resignation: An IEC member may resign from membership by submitting a letter of resignation to the Chairperson. The member may or may not assign reasons for resignation. The resignation will become effective from the day it is accepted by the Chairperson.

Replacement: If a member, due to personal or professional reasons is unable to continue in the committee, he/she may give a letter of resignation and will be replaced. The procedure to replace will be similar to that of appointing a new member

Disqualification for conduct unsuitable of an IEC member: A member may be disqualified from continuance if IEC decides by a 2/3rd majority specifically called for the purpose that the member's conduct has been inappropriate to be considered as an IEC member. The allegation will be discussed at the IEC meeting and the member alleged of misconduct will be provided adequate opportunity to defend himself / herself. The member would stand disqualified, if members present approve of disqualification by voting. The Chairperson will convey the disqualification to the concerned member through a written communication.

Disqualification for not attending IEC meetings: A member may be disqualified from IEC membership if the member fails to attend more than 3 regular consecutive IEC meetings without prior intimation. The Member Secretary will inform Chairperson, in writing. The concerned member will be provided adequate opportunity to represent his/ her case. A written communication, if received from the concerned member will be read and reviewed at the meeting. The Chairperson or Member-Secretary will inform the IEC members about the cessation of membership by a confidential written communication.

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