



INSTITUTIONAL ETHICAL COMMITTEE

INDIRA GANDHI INSTITUTE OF DENTAL SCIENCES

Ethics Committee Registration No: ECR/290/Indt/PY/2018



SOP: 5

PROCEDURE FOR CONVENING AND CONDUCTING IEC MEETINGS

PURPOSE

To hold Ethics Committee meetings at regular intervals

SCOPE

Applicable to IGIDS only

RESPONSIBILITY

The Chairman and Member Secretary are responsible for implementing this SOP

PROCEDURE

1. The Member Secretary in consultation with the Chairman may convene the IEC meeting once in every four months
2. Additional review meetings can also be held with short notice as and when required. Meetings will be planned in accordance with the need of the work load
3. All the IEC meetings will be held regularly on scheduled dates that are announced and notified in advance
4. All the proposals will be received at least three weeks prior to the meeting, checked for completeness as per the check list, initially by the office clerk, subsequently by the member secretary
5. Members will be given not less than 10 days time in advance to review study proposals and the relevant documents
6. Minutes of the IEC meetings, all the proceedings and deliberation will be documented

Prepared by:
Prof. Manoharan PS
Member, IEC

Prepared by:
Prof. Dr. Pratebha B
Member Secretary, IEC, IGIDS

Verified by:
Prof. Dr. Aruna Sharma
Principal-IGIDS, SBV

Approved by:
Prof. Dr. R. Madhavan Nirmal
Chairman, IEC, IGIDS, SBV



SRI BALAJI VIDYAPEETH

Established Under Section 3 of the UGC Act 1956
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7. Signatures of the Chairman and the Member Secretary will be obtained on the minutes of the meeting document. The minutes will be circulated to all the guides /HODs in case of student proposals
8. Applicant or investigator may be invited to present the proposal or elaborate on specific issues
9. Independent experts may be invited to the meetings or to provide written comment, subject to applicable confidentiality agreement. They will not have a role in decision making.

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