



**Parvatibai Chowgule College of Arts and Science
Autonomous**

Accredited by NAAC with Grade 'A' (CGPA Score 3.41 on a 4 Point Scale in 3rd cycle)
Best affiliated College-Goa University Silver Jubilee Year Award

**INSTITUTIONAL ETHICS COMMITTEE GUIDELINE
DOCUMENT
OF
PARVATIBAI CHOWGULE COLLEGE OF ARTS AND SCIENCE
(IEC-PCCAS)**

PREAMBLE: As an academic and research educational institution the college has constituted 'Institutional Ethics Committee - Parvatibai Chowgule College of Arts and Science' (IEC-PCCAS). All proposals on social and biomedical research in Chowgule College involving human participants require ethical clearance by IEC-PCCAS to safeguard the welfare and the rights of the participants. IEC-PCCAS is entrusted the task of reviewing the proposed 'research protocol' prior to submission of project proposals or for carrying out research works and thereafter for monitoring the approved programmes to foresee the compliance of the ethics during the period of the project.

IEC-PCCAS will provide advice to the researchers on all aspects of the welfare and safety of the research participants or ensuring the scientific soundness of the proposed research.

'Ethical clearance certificate' by Institutional Ethics committee is essential for faculty researchers who submit research proposals to research funding bodies. This is also applicable to Students carrying out research which involves interviews/ survey based studies / epidemiological studies /, collection of samples from humans.

THE MAJOR GOALS OF IEC-PCCAS:

1. To ensure that any research using human beings as participants in PCCAS shall follow the standards and principles prescribed in the Indian Council of Medical research (ICMR) Ethical Guidelines.
2. To protect the dignity, rights and well-being of the potential research participants.

COMPOSITION:

IEC-PCCAS consists of the following members as per the ethical guidelines for biomedical research on human participants, Indian Council of Medical Research, New Delhi, 2006. The composition of the IEC-PCCAS committee is as follows:

Designation	Representative
Chairperson	Clinician
Dy. Chairperson	Institutional head and Social scientist
Member Secretary	Person - Basic medical science area
Members	Person - Basic medical science area
	Legal expert
	Clinician
	Sociologist.
	General representative

WHO NEEDS TO APPLY FOR ETHICAL CLEARANCE:

'Ethical clearance certificate' by Institutional Ethics committee is essential for researchers / research scholars who submit research proposals to research funding bodies and students undertaking research associated with human subjects.

- a. This is applicable to Students carrying out research which involves interviews/ survey based studies / epidemiological studies / collection of samples from humans etc.
- b. Researchers applying for funding need to obtain ethical clearance before submitting it to funding agency.

PROCEDURE OF APPLYING:

- a. The researcher seeking IEC approval will submit duly filled Institutional Ethical Approval form (IEA form) to the IEC-PCCAS. The form is available in research portal of the College website.
- b. The IEA form should be accompanied by 02 copies of 'Synopsis' of the project (for survey based research) or 02 copies of 'Project proposal' (for those submitting proposals for availing funds).
- c. The Form should also be accompanied by necessary 'Consent' form of participants given by IEC-PCCAS and questionnaire designed by researcher for the study.

- d. Soft copy of the "INFORMATION SHEET" and 'CONSENT FORM' is available in research portal of the College website (The Content of the INFORMATION SHEET should be read out/explained to the survey participant/interviewed individual by the researcher before obtaining consent from them).
- e. The IEA form with necessary documents same needs to be addressed to the Dy-Chairperson IEC-PCCAS and submitted in the office.

PROCESS:

- 1) The forms received by IEC-PCCAS will be received by IEC's member-secretary or secretariat from the Dy-Chairperson.
- 2) IEC's member-secretary or secretariat shall evaluate the possible risks to the participants as per ICMR guidelines with proper justification, the expected benefits and adequacy of documentation for ensuring privacy, confidentiality and the justice issues.
- 3) The IEC's member-secretary or secretariat shall screen the proposals for their completeness and depending on the risk involved categorize them into three types, namely:
 - i. Exemption from review
 - ii. Expedited review
 - iii. Full review
- 4) Proposals categorized as 'Exemption from review' shall be reviewed and approved by sub-committee of IEC, constituted by Dy-chairperson, member secretary and one or two members of IEC-PCCAS.
- 5) Sub-committee of IEC can issue Ethical Clearance certificates for those proposals categorized as 'Exemption from review'.
- 6) Those proposals that are categorized as 'Expedited review' / 'Full review' will be put across to IEC, which will immediately (in a week's time) conduct a meeting for ethical clearance to the projects that have obtained technical clearance from member secretary.
- 7) Sub-committee of IEC can also scrutinize emergency proposals (with immediate deadlines). However the same needs to be intimated to all the IEC members in the next meeting.
- 8) The IEC shall review every research proposals received for biomedical research on human participants and furnish the report as given in reviewer's format of IEC.
- 9) The IEC may continue reviewing approved projects for continuation, new information, adverse event monitoring, follow-up and later after completion if need be.

ANNEXURES AVAILABLE ON THE RESEARCH PORTAL OF THE WEBSITE:

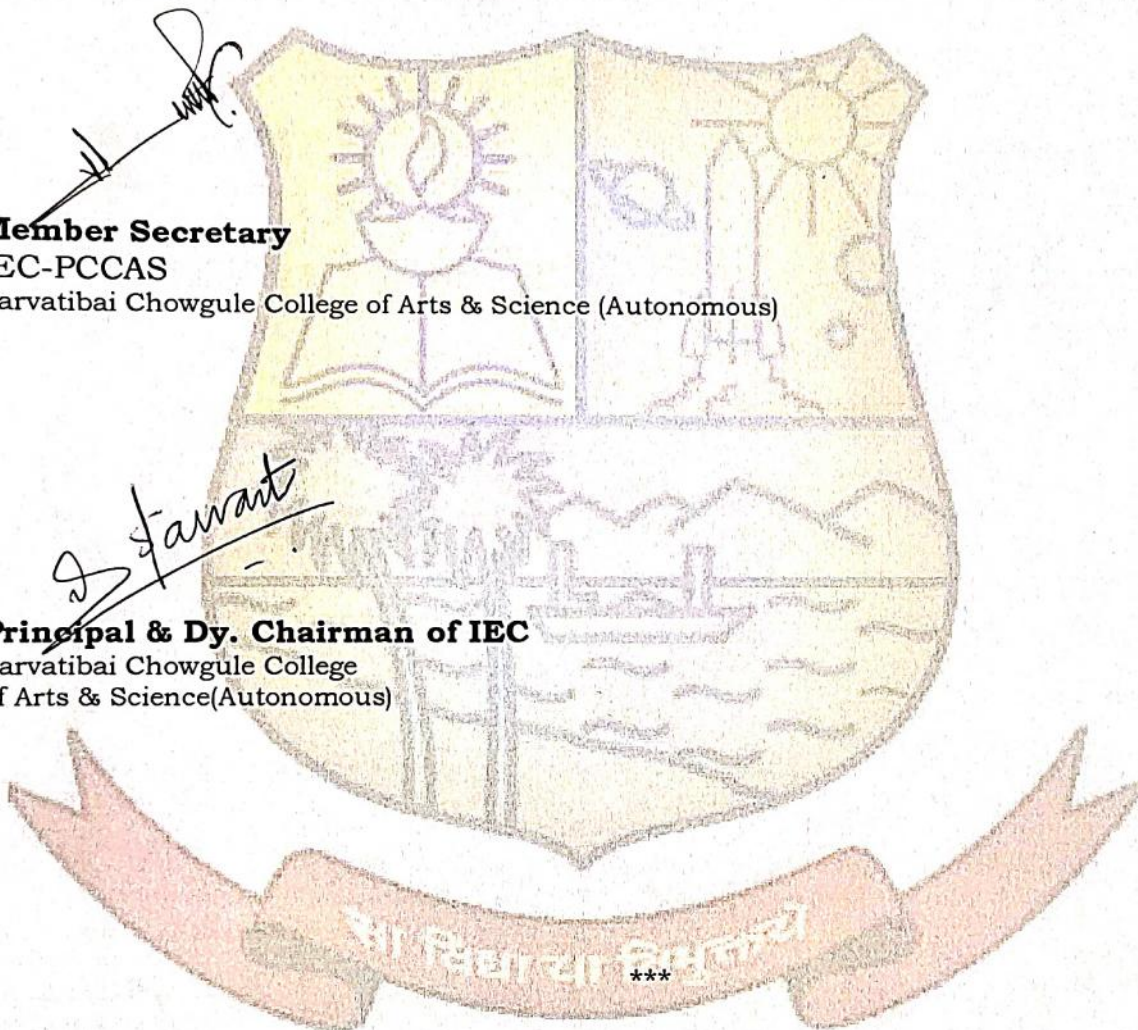
- 1) Application Form for Ethical Clearance
- 2) Consent Form
- 3) Information sheet



Initiated and Approved in IQAC: Feb 2018
Policy Approved: Academic Council on 14/03/2019


Member Secretary
IEC-PCCAS
Parvatibai Chowgule College of Arts & Science (Autonomous)


Principal & Dy. Chairman of IEC
Parvatibai Chowgule College
of Arts & Science(Autonomous)



**APPLICATION FORM FOR INSTITUTIONAL ETHICAL CLEARANCE BY
INSTITUTIONAL ETHICS COMMITTEE
OF
PARVATIBAI CHOWGULE COLLEGE OF ARTS AND SCIENCE
(IEC-PCCAS)**

Important Note: This form should be completed and submitted /emailed to Member Secretary of Institutional Ethics Committee at least one week before the expected date of execution of the research project. Please submit hard copies as well. Download the Consent form and Information Sheet of IEC.

1. **Title of the project:** _____

2. **Name of Principle investigator/s & co-investigators:**

Name	Class (If Student)	Email	Contact no.

3. **Department:** _____

4. **Project Supervisor:** _____

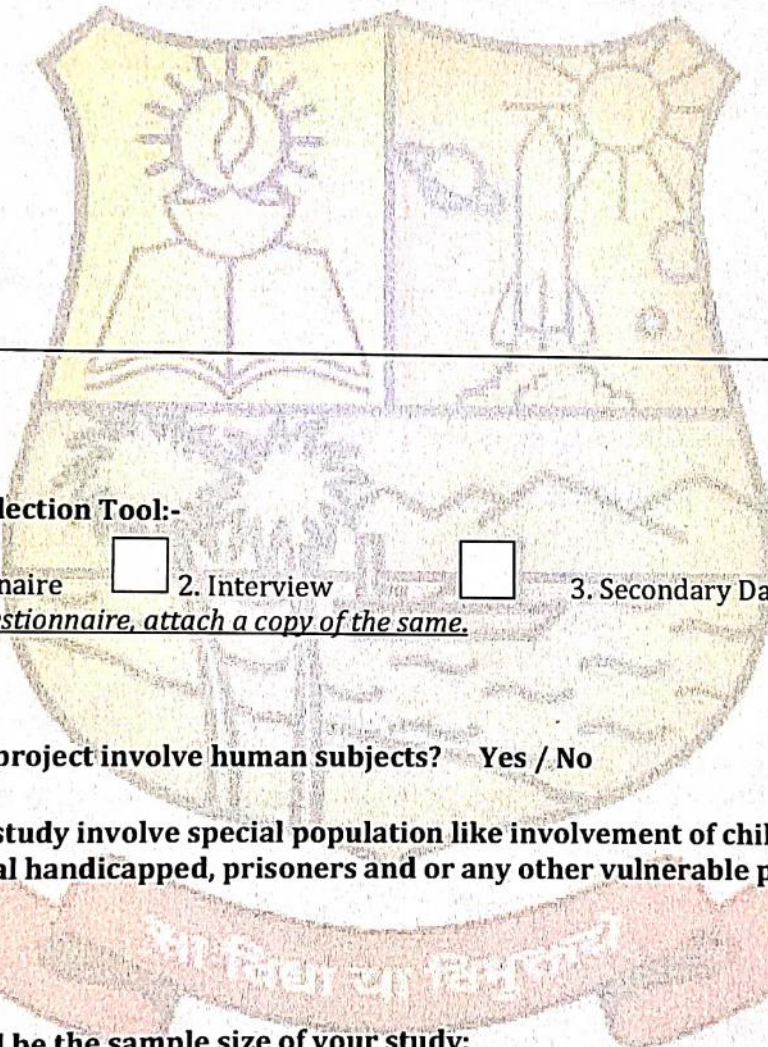
5. **Head of the Department:** _____

6. **Project synopsis:** _____

Objectives:

Methodology:

Relevance of study:



7. **Data Collection Tool:-**

1. Questionnaire

2. Interview

3. Secondary Data

Note: If Questionnaire, attach a copy of the same.

8. **Will the project involve human subjects? Yes / No**

9. **Will the study involve special population like involvement of children, pregnant women, physical / mental handicapped, prisoners and or any other vulnerable population?**

Yes / No

10. **What will be the sample size of your study: _____**

11. **Will you obtain the consent of the participant? Yes / No (Use consent form given by IEC-PCCAS. Consent form can be obtained from participant via Google form too)**

12. **Is there any potential harm to the patient? Yes/No. If yes, what steps would you take to minimize the harm?**

13. **Is there any potential benefit to the patients? Yes/No. If yes please enlist / describe**

Important Note: Please note that any change in the project for any reason, leading to any modification in the project objectives / methods etc shall be notified to the IEC. In such cases resubmission for fresh ethical approval of the project will be required.

The IEC shall be informed in writing if the project is discontinued for any reason, along with the reasons of discontinuation.

In cases of joint venture with other organisations / institutions, ethical approval of the IEC-PCCAS will still be required, even if the IEC of the other organization / institution has already granted ethical approval. Please attach a copy of the ethical approval of the other organization.

Signature of Applicant/s:

Name	Class (If Student)	Signature

Supervisor _____

For Office use only: _____

Comments of the Member Secretary/ Secretariat:

This project has been considered using agreed procedures and is now approved/ referred to the Ethics Committee.

Categorised as:

Exemption from review / Expedited review / Full review

**Signature of Member Secretary/Secretariat/ Member.
 IEC-PCCAS**