



Parvatibai Chowgule College of Arts and Science  
Autonomous

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

**PROCEEDINGS / MINUTES OF MEETING  
OF  
'INSTITUTIONAL ETHICS COMMITTEE'  
(IEC-PCCAS)**

**ACADEMIC YEAR: 2018-19**



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Meeting of the Vice Principal with the 'Institutional Ethics Committee' is convened on 17th November 2018 at 10.00 a.m. in Conference Room.

<i>ATTENDEES</i>	<i>SIGNATURES</i>
1. H.S.S.Nadkarni*	
2. Nandini Vaz Fernandes	
3. Bhavana Sawardekar	
4. Goutami Raiker	
5. R.Kanchana	
6. Phillip Masxarenhas	
7. Preetesh Kote	
8. Andrew barreto	
9. Anisha Noronha	



AGENDA

Sr. No.	Items
1.	<b>Institutional Ethics:</b> i. Induction of members in the committee ii. Guidelines iii. Formation of Interim committee
2.	Others, if any



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## MINUTES OF MEETING

<b>VICE PRINCIPAL'S MEETING WITH INSTITUTIONAL ETHCS COMMITTEE</b>		<b>No.:</b> 1 <b>Date:</b> 17.11.2018 <b>Time:</b> 10.00 a.m. to 11.20 A.m. <b>Venue:</b> Conference room.	
Conducted by <b>H.S.S.Nadkarni (PRINCIPAL IN-CHARGE)</b>		Along with <b>Bhavana Sawardekar (Secretary To Deans)</b>	
<b>ATTENDEE:</b> 1. Phillip Mascarenhas 2. Preetesh Kote 3. Goutami Raiker		<b>ATTENDEE:</b> 4. Nandini Vaz Fernandes 5. R. Kanchana 6. Andrew Barreto	<b>ATTENDEE:</b> 7. Anisha Noronha
<b>Nos.</b>	<b>Agenda</b>	<b>Status/Decisions</b>	
1.	<b>Institutional Ethics:</b>  <b>i. Induction of members in the committee</b>  <b>ii. Guidelines</b>  <b>iii. Formation of Interim committee</b>	<ul style="list-style-type: none"> <li>- Constitution of the Institutional Ethics Committee of Parvatibai Chowgule College of Arts and Science (to be known as IEC-PCCAS). <ul style="list-style-type: none"> <li>- Committee to look in to biologically dealt research activities of Biological departments. Basically related to human related research activities on medical aspects.</li> </ul> </li> <li>- Functioning of the committee to scrutinize / verify the quality of the research activities (like research proposals, paper publications, surveys, interviews etc) conducted by the students and faculty members of the college.</li> <li>- IEC-PCCAS Committee Constitutes of the following members for a duration of 5 years: <ul style="list-style-type: none"> <li>i. ChairmaInclude concept n – Phillip Mascarenhas</li> <li>ii. Deputy Chairman – Nandkumar Sawant</li> <li>iii. R. Kanchana</li> <li>iv. Manoj Borkar</li> <li>v. Preetesh Kote</li> <li>vi. Sachin Moraes</li> <li>vii. Andrew Barreto</li> <li>viii. Legal Expert – Goutami Raiker</li> <li>ix. Member Secretary- Nandini Vaz Fernandes</li> <li>x. Secretary – Anisha Noronha</li> </ul> </li> <li>- Guidelines of the process and procedures were informed in detail. (attached) <ul style="list-style-type: none"> <li>- All relevant documents will be uploaded on website.</li> <li>- Three major component i.e. <ul style="list-style-type: none"> <li>- Exemption review</li> <li>- Expedited review</li> <li>- Full review</li> </ul> </li> <li>- Various forms were displayed like information sheet, Consent survey form etc. <ul style="list-style-type: none"> <li>- Changes informed are –</li> </ul> </li> </ul> </li> </ul>	

		<ul style="list-style-type: none"> <li>- For information sheet – all Explanation in mother tongue language. <ul style="list-style-type: none"> <li>- Include statement ‘in the presence of’ for signatures ie the witness who is not connected to any research matters.</li> <li>- Include the timeline to approach patients.</li> </ul> </li> <li>- Prepare Guidelines for the committee members (i.e. ICMR) <ul style="list-style-type: none"> <li>- Conflict of Interest and Confidentiality Agreement form.</li> </ul> </li> <li>- In-case any committee member is absent for the meeting and any decision is taken on the same has to be emailed to him and taken his views/suggestion and or approval for the same and intimate to all the committee members and the same to be proceeded in finalization.</li> </ul>
2.	<b>Others, if any</b>	
<i>PCC/NPM/2018/12-101</i> <i>Rev:00</i> <i>Prepared by: Bhavana Sawardekar</i> <i>Date: 17.11.2018</i>		<i>Page: 1 of 1</i>
<i>Approved by H.S.S.Nadkarni, Principal In-Charge</i>		





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**MINUTES OF MEETING OF THE 'INSTITUTIONAL ETHICS COMMITTEE' OF  
PARVATIBAI CHOWGULE COLLEGE OF ARTS& SCIENCE (IEC-PCCAS)**

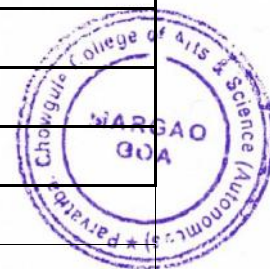
Meeting: 02

Date: 17<sup>th</sup> November 2018

Time: 11.20am - 12.00pm

Venue: Conference Room.

Members	Remark
Chairperson: Phillip Mascarenhas	Present
Incharge Principal- H.S.S.Nadkarni	Present
Member: Goutami Raiker	Present
Member: R. Kanchana	Present
Member: Preetesh Kote	Present
Member: Andrew Barreto	Present
Secretariat: Anisha Noronha	Present
Secretariat: Bhavana Sawardekar	Present



**AGENDA**

Sr. No.	Discussion
1.	Evaluation and review of Proposal received for 'Ethical clearance'.



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**DELIBERATIONS /PROCEEDINGS**

No s.	Agenda	Status/Decisions
	<b>Ethical committee Review</b>	<p>1) Institutional Ethical Approval Form received from TYBSc Zoology students.</p> <ul style="list-style-type: none"><li>- TYBSc Zoology students' IEA form received for ethical clearance.</li><li>- Member secretary not a component of this meeting because of conflict of Interest (being research project guide).</li><li>- Title of the research proposal: "Study of Some Aspects of Hormonal Imbalance in Human Sample Population of Goa".</li><li>- Survey based study.</li><li>- Student Researchers:<ol style="list-style-type: none"><li>1. Plansy Dias</li><li>2. Alithia Launusty Gomes</li><li>3. Dicema Dias</li><li>4. Austina Barbosa</li><li>5. Gezelee Fiona Fernandes</li></ol></li><li>- IEA form was marked to committee after being screened and categorized as 'Expedited review' by secretariat.</li><li>- IEC Review :<ul style="list-style-type: none"><li>• Chairperson scrutinized the proposal for evaluating for clearance.</li><li>• Documents checked and verified and found to be complying for 'Ethical clearance'.</li></ul></li><li>- Certificate was signed after the process of review was completed.</li><li>- Signatories of the certificate were Chairperson Dr. Phillip, Member Dr. Kanchana R and Member Andrew Barreto.</li></ul>
<b>PCC/VPM/2018/12-101</b> <b>Rev:00</b> <b>Date: 17.11.2018</b> <b>Page: 2 of 2</b>		<b>Prepared by: Bhavana Sawardekar</b>
<b>Approved by H.S.S.Nadkarni, Principal In-Charge</b>		

