	<b>MGM INSTITUTE OF PHYSIOTHERAPY</b> <b>AURANGABAD</b>	Doc No.	SOP/MGMIOP/ IQAC/034
		Issue No.	1
	<b>SOP for Institutional Ethical          Committee</b>	Rev. No.	
		Date	01/10/2019
		Page	Page 1 of 3

The following may be called as “Standard Operating Procedures for the Institutional Ethics Committee of MGM Institute of Physiotherapy, Aurangabad established in December 2020.

A Committee of the main IEC is formed by the chairman of IEC to review research proposals.

(Synopsis) of PhD scholars, Post – Graduate students and Undergraduate students has to undergo IEC to review research proposals which necessitates expedite review as per ICMR guidelines.

MGM Institute of Physiotherapy, Aurangabad herein after referred to as “MGM IOP, Aurangabad has adopted these written Standard Operating procedures (SOP) to ensure the protection of rights and welfare of human participants in biomedical, experimental and behavioural research conducted at MGM IOP, Aurangabad.

**Aims & objectives: -**

1. The main aim of Institutional ethics committee is to protect participants recruited for research projects by investigator in context of potential risks for participant and benefits for the community. The Ultimate goal is to **promote high levels of ethical standards in physiotherapy research.**
2. Institutional Ethics committee mainly **address ethical issues that may arise during patient treatment and facilitate fair decision which respects participants' values, concerns, and interests.**

**Role and Responsibilities of Institutional Ethical Committee: -**

1. The Institutional IEC will review all types of research proposals involving human participants with a view to safeguard the dignity, rights, safety and wellbeing of all actual and potential research participants before approving the research proposals.
2. The goals of research, however is important should never be permitted to override the health and wellbeing of human participants.



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	Issue No.	1
<b>SOP for Institutional Ethical Committee</b>	Rev. No.	
	Date	01/10/2019
	Page	Page 2 of 3

3. The IEC will ascertain whether all the cardinal principles of research ethics, namely Autonomy, Beneficence, Non-maleficence, Respect for Free and Informed Consent, Respect for Human Dignity, Respect for Vulnerable persons, Respect for privacy and confidentiality and justice are taken care of planning, conducting and reporting of the proposed research.

#### **Procedure:-**

IEC meeting is held twice for UG and interns, once for PG in academic year.

1. Notice of IEC approval meeting is displayed at least 3 weeks prior to the scheduled date.
2. Guidelines for presentations are provided to the students.
3. Application of proposed synopsis in prescribed format along with all required enclosures is submitted to IEC before the deadline.
4. IEC coordinator will scrutiny the forms and arranges the meeting on said date.
5. Members in IEC committee along with chairman of IEC, HOD and guide are compulsory to attend meeting.
6. After presentation, IEC member gives constructive feedback, suggestions and analyse the ethical issues.
7. IEC coordinator notes the suggested changes and submits the compliance report to IEC chairman through member secretary within one week of the meeting.
8. Students are instructed to submit the revised copy of synopsis as per compliance report.
9. After re-evaluating the revised synopsis, the IEC approval letter is issued to the students by member secretary.
10. Record of IEC approval letter is noted and maintained in register by IEC coordinator.
11. Institutional Ethical Committee reviews the proposals before the commencement of the study as well as reviews periodically (Six monthly) through appropriate well documented procedures. Such a review may be based on the periodic study progress reports furnished by the investigators and/or monitoring and internal audit reports.



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AURANGABAD**

**SOP for Institutional Ethical  
Committee**

Doc No.	SOP/MGMIOP/ IQAC/034
Issue No.	1
Rev. No.	
Date	01/10/2019
Page	Page 3 of 3

12. If a member is unable to attend a meeting, the agenda may be submitted in writing to the chairperson of the committee before the date of meeting or decision and the next scheduled date is allocated to the person according to the availability of the person and IEC chairperson.

13. A report of each serious event is observed during the conduct of the study and is also asked to keep informed of amendments to any study related documents. Moreover, they are also asked to keep informed if the study discontinues with proper reasoning.

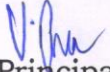
The same SOP is applicable for UG, PG, PhD courses in the institute.

The IEC members include: -

Sr. No	Name	Designation
1	Dr.Prakash V	Chairman
2	Dr.Surendra Wani	Secretary
3	Dr.Sarath Babu	Member
3	Dr.Vaibhav Kapre	Member
4	Dr.Ashwini Kale	Member
5	Dr. Prakash Doss	Member
6	Dr.Shradha Shah	IEC UG & PG coordinator
7	Adv. S K Kadam	Legal person
8	Mr.Shivlikar	Social worker
9	Mrs Khirdikar	Accountant
10	Ms.Sheetal	Lay person

Enclosures:

1. IEC form
2. Guidelines of IEC

  
Principal  
Principal  
MGM Institute of Physiotherapy  
Aurangabad

