



Minutes of Institutional Ethics Committee meeting

A meeting was held on 16/01/2020 in Conference room of MGMDCH to discuss the following agenda:

1. Confirmation of minutes of meeting held on 11/10/2019
2. Discussion of Action taken report
3. Discussion and scrutiny of 12 protocols of MGM School of Physiotherapy
4. Amendments in SOP -
5. Formulation of Ethical Committee Schedule for January 2020 – December 2020
6. Infrastructure requirements
7. Any other point

Following members were present for the meeting: (Annexure: 01)

1. Dr. Deepak Langade - Chairman, IEC
2. Dr. Srivalli N. - Member Secretary, IEC
3. Dr. Ashvini Padhye - Member, IEC
4. Dr. Ravindranath VK - Member, IEC
5. Dr. Shilpa Patel - Member, IEC
6. Dr. Jyoti Nadgere - Member, IEC
7. Dr. Rita Abbi - Member, IEC
8. Dr. Ankita Deshmukh - Lecturer, MGMDCH

Invited Members present for the meeting were:

1. Dr. Rajani Mullerpatan - Professor and Director, MGM School of Physiotherapy
2. Dr. Bela Agarwal - Professor, MGM School of Physiotherapy
3. Dr. Juhi Bharnuke - Assistant Professor, MGM School of Physiotherapy

1. Confirmation of minutes of meeting held on 11/10/2019

Minutes of the last IEC meeting held on 11/10/2019 were read out by member secretary and confirmed.

2. Review and confirmation of the Action Taken Report of the last IEC meeting held on 11/10/2019

Action taken report of the last IEC meeting held on 11/10/2019 were read out by member secretary and approved.

3. Discussion and scrutiny of 12 protocols of MGM School of Physiotherapy

Presentation and documents of 12 protocols received from MGM School of Physiotherapy were scrutinized by the members. Invited members and subject experts present for the meeting were:

Dr. Rajani Mullerpatan - Professor and Director, MGM School of Physiotherapy

13/01/20

Dr. Bela Agarwal - Professor, MGM School of Physiotherapy
Dr. Juhi Bharnuke - Assistant Professor, MGM School of Physiotherapy
Minor revisions were suggested (Annexure:02). Primary Investigators were requested to do the same and submit within 3 days.

4. Amendments in SOP

- i. Member secretary updated the chairman regarding 4 colleges namely, MGM School of Physiotherapy, MGM School of Biomedical Sciences, MGM, School of Prosthetics and Orthotics and MGM School of Nursing, would present their research protocols to IEC MGMDCH for scrutiny and approval.
- ii. It was decided that 1 member secretary, 1 co-ordinator be appointed from each college for IEC and the dean/principal be kept in loop. The names of the co-ordinators were read out from the minutes of the meeting held on 01/01/2020.
 - i. Dr. Mansee Thakur – Professor and Director, MGM School of Biomedical Sciences
 - ii. Dr. Priyanka Pareek – Co-ordinator for SAC, MGM School of Biomedical Sciences
 - iii. Dr. Uttara Deshmukh – HOD, Incharge. MGM School of Prosthetics and Orthotics
 - iv. Dr. Juhi Bharnuke – Assistant Professor, MGM school of Physiotherapy
 - v. Dr. Bela Agarwal – Professor, MGM school of Physiotherapy
 - vi. Dr. Rajani Mullerpatan – Director and Professor, MGM school of Physiotherapy
 - vii. Dr. Jyoti Chaudhari – research Co-ordinator, MGM New Bombay College of Nursing
 - viii. Dr. Prabha Dasila – Professor and Director, MGM New Bombay College of Nursing
- iii. All colleges to mandatorily have a Scientific Advisory Committee (SAC), the approval letters from which will be attached with the protocols before forwarding to IEC MGMDCH, stating the appropriate version numbers for each protocol.
- iv. It was also discussed that the member secretary and members could be paid an honorarium amount. However, the topic is open to further discussion.
- v. In case of in-vitro research projects, it was decided that no IEC presentation would be required unless an ethical issue needs to be addressed. SAC/IRRC would be the scrutinizing bodies. And if deemed appropriate, approval letters from SAC/IRRC for in-vitro studies could be used for publication/presentations.
- vi. All members and members from other colleges were requested to go through the ICMR guidelines on Research Integrity and Publication Ethics, 2019. A soft copy of the same would be forwarded.

5. Formulation of Ethical Committee Schedule for January 2020 – December 2020

- i. 2 consecutive days in the 1st week of February would be decided for IEC meeting to scrutinize research protocols received from MGM School of Biomedical Sciences and MGM School of Nursing.
- ii. Faculty and non-dissertation protocols are to be incorporated in all meetings subject to time constraints

6. Infrastructure requirements

- i. Chairman suggested procuring a separate office space, bank account, office personnel and computer for maintaining IEC documents and for ease of auditing.


7. Any other point


- i. With regards to protocols previously scrutinized in the meeting of 11/10/2019, it was decided that letters be sent through IEC to the primary investigators, stating

suggested changes and reason for major revisions. It was also decided that the investigators be requested to present their research protocols to IRRC again. Suggestion was made by chairman to devise SOP for IRRC.

- ii. It was decided that protocol submission will be accepted only through the SAC/IRRC and not directly from investigators.
- iii. Member secretary informed chairman that IEC MGMDCH has to be registered with National Ethics Committee for Biomedical and Health Research, Department of Health Research, vide DCI circular: DE-130-Act-2019/7309. Registration process for the same would be undertaken subsequently.
- iv. As discussed in the previous meeting, MOU to be made on stamp paper between chairperson of IEC and Head of Institution stating that the ethics committee would be allowed to function with full autonomy and independence and the institution would co-operate in the maintenance of IEC record. A reference template for MOU would be downloaded from CDSCO website.

The meeting was adjourned following discussion of the above mention agenda


13/07/22
Dr. Deepak Kumar Langade
Head of Department
Department of Pharmacology
Dr. D. Y. Patil Medical College
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Dr. Srivalli Natarajan,
Member Secretary,
IEC MGMDCH



NO.MGM/DCH/ IEC/ 012/2021

Date: 20/7/2021

Minutes of Institutional Ethics Committee meeting

An online meeting was held on 08/07/2021 to discuss the following agenda:

1. Discussion of 16 faculty research protocols of MGM School of Physiotherapy
2. Discussion of 10 MPT dissertation protocols of MGM School of Physiotherapy
3. Any other point

The following members were present for the meeting

Sr. No	Name	Role and Responsibility
1.	Dr. Deepak Langade	Chairman, Scientific
2.	Dr. Srivalli Natarajan	Secretary, Scientific
3.	Adv. Dr. Karuna Malaviya	Scientific, Legal
4.	Dr. Shilpa Patel	Scientific, Woman
5.	Dr. ravindranath VK	Scientific
6.	Dr. Ashvini Padhye	Scientific, Woman
7.	Dr. Jyoti Nadgere	Scientific, Woman
8.	Dr. Sumanthini MV	Scientific
9.	Mrs. Nithya Eldho Varghese	Lay Person
10.	Mrs. Rupali Gujar	Social Worker

1. **Presentation, discussion and scrutiny of 16 faculty research protocols of MGM School of Physiotherapy**
The protocols were discussed. Revisions were suggested by the chairman and IEC members. The investigators were informed to submit the amended protocols within 3 working days.

2. **Presentation, discussion and scrutiny of 10 MPT research protocols of MGM School of Physiotherapy**
The protocols were discussed. Revisions were suggested by the chairman and IEC members. The investigators were informed to submit the amended protocols within 3 working days.

3. **Any Other Point**

- i. No other point was discussed in the meeting

The meeting was adjourned following discussion of the above mention agenda

Dr. Deepak Langade
Chairman
IEC MGMDCH

m. srivalli
Dr. Srivalli Natarajan
Member Secretary
IEC MGMDCH