



**4<sup>th</sup> Institutional Ethics Committee Meeting Held on 6<sup>th</sup> April 2016, at 3.00 p.m**

**Agenda**

1. Approval of minutes and action taken report of IEC held on 28.09.2015
2. Summary of the working of the Ethics Committee till date- by Dr.Krishnamurthy
3. Reviewing the Research proposals pending to be approved-None
4. Continuing Education- Report. The chairman met with two selected faculty members and went over the Research guidelines - process. He demonstrated the review procedures on selected research applications. The faculty fully understood the process and appreciated the effort. They in turn will share the knowledge with others involved in the process.
5. Helping the process - Proposal for Doctoral Committee & Ethics Committee. Selected faculty on the Doctoral committee will be primarily responsible for reviewing a given application before presentation at the Doctoral committee. This faculty is one who will not be personally involved in that particular project. All applications will undergo such a preview. The college (Dean or Heads of Departments) will assign a faculty, who will assist the secretary/chairman of Ethics Committee in a similar preview. This faculty will review the applications, where she/he is not personally involved.
6. Follow up annual report - None at present
7. Appointing one more member in the place of Mrs.Subadhra Devi
8. Appointing Dr.Sudha.A as a member of IEC
9. Ratification of protocol submitted by Ms.Nandita Chakrabarty
10. List of protocols approved during IEC held on 28.09.2015
11. Any other matter



**4<sup>th</sup> Institutional Ethics Committee Meeting Held on 6<sup>th</sup> April 2016, at 3.00 p.m**

**Minutes and Action Taken Report**

The following members were presented in the meeting

1. Dr. Krishnamurthy, Chairman
2. Swami Abhiramananda, Vice - Chairman
3. Br. Paramarthachaitanya, Member - Secretary
4. Dr. N. Muthaiah, Dean, Member, FDMSE
5. Dr. S. Alagesan, HOD and Professor, Member, GAPEY
6. Sri. Murugaperumal, Parent of the disabled

The meeting was started with prayer

**Agenda.1. Approval of minutes and action taken report of IEC held on 28.09.2015**

**Action Taken:** The minutes and action taken were unanimously approved.

**Agenda.2. Summary of the working of the Ethics Committee till date - by Dr.Krishnamurthy**

**Summary:** Dr.Krishnamoorthy explained the functioning of ethical committee. He explained how it has started functioning since two years with constant cooperation of Dr.N.Muthaiah & Dr.S.Alagesan. He also mentioned that he trained two faculty members in the ways and procedures to prepare a proposal as per the format delineated by ethics committee. These two faculty members will henceforth will take care of preparatory works. He also appreciated all the faculty members for their sincere efforts.

**Agenda.3. Reviewing the Research proposals pending to be approved**

**Action Taken:** Suggestions: The proposals pending from 3 scholars of GAPEY can apply for expedited review. Br.Paramarthachaitanya is permitted to review the same by the committee.

**Agenda.4. Continuing Education- Report.** The chairman met with two selected faculty members and went over the Research guidelines -process. He demonstrated the review procedures on selected research applications. The faculty fully understood the process and appreciated the effort. They in turn will share the



knowledge with others involved in the process.

**Action Taken:** Members agreed with chairman's report

**Agenda.5. Helping the process - Proposal for Doctoral Committee & Ethics Committee.** Selected faculty will be primarily responsible for reviewing a given application before presentation at the Doctoral committee. This faculty is one who will not be personally involved in that particular project. All applications will undergo such a preview. The college Dean/Heads of Departments will assign a faculty, who will assist the secretary/chairman of Ethics Committee in a similar preview. This faculty will review the applications, where she/he is not personally involved.

**Action Taken:** Dr.Sudha.A & Dr.M.Srinivasan from FDMSE & GAPEY respectively will be helping the committee.

**Agenda.6. Follow up annual report - None at present**

**Action Taken:** Dr.Sudha has to send a remainder to the scholars whose annual report is yet to receive.

**Agenda.7. Appointing one more member in the place of Mrs.Subadhra Devi**

**Action Taken:** will be appointed

**Agenda.8. Appointing Dr.Sudha.A as a member of IEC**

**Action Taken:** Committee approved the proposal

**Agenda.9. Ratification of protocol submitted by Ms.Nandita Chakrabarty**

**Action Taken:** The protocol was ratified

**Agenda. 10. List of protocols approved during IEC held on 28.09.2015**

**Action Taken:** List of protocols approved during IEC held on 28.09.2015 were presented for the information of IEC members

**Agenda.11. Any other matter**

**Action Taken:** No other matter was brought forward

The meeting was ended with the vote of thanks



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List of IEC members present during the meeting held on 06.04.2016

S.No	Name	Designation	Signature
1	Dr. Krishnamurthy	Chairman	
2	Swami Abhiramananda	Vice-Chairman	—
3	Brahmachari Paramarthachaitanya	Member Secretary	
4	Dr. Alagesan	Member	
5	Dr. Muthaiah	Member	
6	Mr. Murugaperumal	Member	
7	Mrs. Subhatira Devi	Member	—