

INSTITUTIONAL ETHICS COMMITTEE
H. M. PATEL CENTRE FOR MEDICAL CARE & EDUCATION
KARAMSAD, GUJARAT -388325
[Reg. No. ECR/ 331/ Inst/ GJ/ 2013]

STANDARD OPERATING PROCEDURE [SOP]

Revision – III, October 2015

Amendment 2

15/02/2016

The Institutional Ethics Committee, HMPCMCE in its 67th Meeting held on 11th February 2016 reviewed issues pertaining to clarity on certain matters regarding functioning of IEC. Following amendments were unanimously agreed upon to be added in the SOP [3rd Revision]:

IV. COMPOSITION OF IEC

Reconstitution of IEC & Terms of Appointment of members

[to be added after 16]

17. All the members shall be well versed with their roles and responsibilities as detailed in Annexure 19

VI. CONDUCT OF MEETING

To be added in point no. 1:

1. All communications of IEC with stake holders shall be either through electronic media and/ or print copies [as the case may be].

XV. RECORD KEEPING

To be added after point no. 5:

6. Access to the records shall be available only to Member Secretary, IEC and the Coordinator of IEC.
7. A register shall be maintained in the Office, IEC that shall document the access to the records of the IEC along with name of person, time, date and reason for the same.

XVII. REVIEW AND AMENDMENT OF STANDARD OPERATING PROCEDURES

To be added after point no. 4

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- IEC shall undertake periodic self assessment by getting an Internal Audit done.

XVIII. IEC ANNUAL REPORT

To be added after point no. 4:

- Yearly audit of the income and expenditure