

**Indira Gandhi National Open University
Research Unit**

Minutes of the Second Meeting of the Institutional Ethics Committee (IEC)

The Second Meeting of the IEC was held on 17th May 2023 in the Conference Room, VCO at 12 noon.

The following members were present.

1. Prof. Satyakam, PVC, IGNOU – Chairperson
2. Prof. Narayan Prasad, IGNOU, SOSS – Member
3. Prof. Jitender Srivastava, IGNOU, SOH – Member
4. Prof. Pankaj Khare – External Member
5. Director, SOHS – Special Invitee
6. Director, SOSW – Special Invitee
7. Dr. Neerja Sood, SOHS - Special Invitee
8. Dr. Laxmi, SOHS - Special Invitee
9. Dr. Bijayalaxmi Mishra – Convener

Dr. Satish Gaikwad, Assistant Director, attended the meeting to assist in the proceedings of the meeting.

At the outset, the Hon'ble Pro Vice-Chancellor Prof. Satyakam and the Chairperson of IEC welcomed all the new members and put on record, the contributions of the erstwhile members Prof Jaideep Sharma, Prof B Fozdar, Dr P Prakash whose term got completed. He then requested the convener to present the agenda which was presented as under.

Agenda 1:- To Consider confirmation of the Minutes of 1st Meeting of the IEC held on 3rd March, 2022 and the Action Taken thereon

The Director, Research Unit and the convener of IEC briefed the members regarding the 1st meeting of the IEC and also placed the action taken report.

Responding to the reason for delay in convening the meeting of IEC, the Convener said that the research proposals received from faculty were having some technical issues. The Chairperson suggested that the meetings of IEC should be convened as and when required. The Committee took note of the action taken on the minutes of the 1st meeting of IEC held on 3rd March 2022 and confirmed the same.

Agenda 2:- To Consider approval of the Standard Operating Procedure (SOP) for submitting proposals to Institutional Ethics Committee (IEC), for ethical clearance

The Convener briefed the members that the Research Unit had drafted the Standard Operating Procedure which was placed in the Research Council at its 31st meeting held on 15th November, 2022. She also mentioned about the recommendations of the RC i.e. to

circulate the draft SOP widely to take feedback from the faculty members. She also briefed the members regarding feedback received.

The member thoroughly deliberated on the SOP and the following recommendations emerged from the deliberations:-

1. The Terms of Reference of the IEC should be properly defined. Dr. Pankaj Khare and Prof. Narayan Prasad were requested to review the SOP and draft the Terms of Reference (TOR) for Institutional Ethics Committee within two weeks.
2. The IEC should meet at least twice in a year offline. However online meetings may be conducted as and when required when proposals are received.
3. A mandatory disclaimer should be included in every PhD thesis i.e. self- declaration by the research scholar that 'no animal/human / flora and fauna is harmed during this research work'. Approvals of statutory bodies is to be obtained for the above disclaimer.
4. The Standard Operating Procedure is to be reviewed by the members and circulated again for feedback.

Agenda 3:- To consider approval/clearance of the following proposals received from the research scholars of Nursing discipline, SOHS.

The Convener presented the following research proposal of the three research scholars of SOHS requiring ethical clearance by IEC the details of which are mentioned in table A below:

Table A

S.No.	Name of the Programme/ Discipline	Name of Student	Name of Supervisor	Research Topic	Remarks
1.	Ph.D Nursing SOHS	Ms. Chandani Thakur 202493728	Dr. Neerja Sood	Assessment of Patient Based Workload of Nursing Officers in Selected Hospitals	Recommended by DRC
2.	Ph.D Nursing SOHS	Ms. Annamreddi Leelavathi 202493807	Dr. Neerja Sood	Assessment of Utilisation of Pradhan Mantri Jan Yojana (PMJAY) under Ayushman Bharat Scheme	-do-
3.	PhD Nursing SOHS	Hari Krishna G L 202494088	Dr. Laxmi	Effectiveness of Enrichment Programme on Self Esteem, Emotional Intelligence and Risk taking Behaviours amongst Adolescents	-do-

Resolution:

The members discussed the matter in detail and suggested that expert committee is to be constituted for each proposal for the purpose of ethical clearance/approval.

Agenda 4:- To Consider approval/clearance of the following proposals received from the research scholars of Social Work discipline, SOSW

The Convener presented the following research proposal of the two research scholars of SOSW requiring ethical clearance by IEC the details of which are mentioned in the table B below.

Table B

S.No.	Name of the Programme / Discipline	Name of Student	Name of Supervisor	Research Topic	Remarks
1.	PhD Social Work, SOSW	Ms. Pooja Sharma 202494260	Prof. Rose Nembiakkim	"Understanding Green Menstruation in Urban India from Social Work Perspective: A Study of Himachal Pradesh	Recommended by DRC
2	PhD Social Work, SOSW	Ms. Kajal 202493591	Dr. V. Kannappa Setty	Impact of COVID19 on Transgenders in Delhi and NCT – A Psycho-Social Perspective	Recommended by DRC

Resolution:

The members discussed the matter in detail and suggested that expert committee is to be constituted for each proposal for the purpose of ethical approval / clearance in case of research proposals submitted by PhD students.

The members thereafter deliberated on the procedure to be followed for Ethical Clearance. The major recommendation are as follows:

Composition of the Expert Committee:**A. For PhD scholars :**

1. For each proposal (submitted by a PhD Scholar) which requires ethical clearance, there shall be a discipline wise one time Expert Committee.
2. The composition of the expert committee shall be as under:
 - a. The Chairperson of the expert committee shall be as per the prescribed guidelines of the respective regulatory bodies like ICMR, Animal Committee of Govt. of India etc / (external experts non-affiliated to the organisation/institution) / Director of the

- Schools(in case of disciplines like Hindi, English, Economics etc not covered under any specific Regulatory Body).
- Two or three external experts related to the research area as proposed by the Research Supervisor.
 - Concerned Research Supervisor of the PhD Scholar.
 - Any other internal faculty members in the area of study as recommended by the Supervisor.
 - The research proposer.

Procedure:

- The PhD scholar will submit the research proposal approved by the DRC with all the required annexures with covering letter to the Research Supervisor. Then Research Supervisor with list of proposed external experts will forward the research proposal to the Director of the School for further forwarding the proposal with annexures and the list of proposed external experts to the Research Unit for constituting the Expert Committee for the Ethical Approval and inviting the experts.
- A PhD scholar will present the proposal before the Expert Committee for Ethical Approval.
- Expert Committee for Ethical Approval will follow the guidelines of the regulatory bodies for reviewing the proposals for the ethical approval.
- Expert Committee for Ethical Approval with its decision will submit the report to the Research Unit.
- Research Unit will then forward the report with research proposal to the IEC for final approval.
- In case required/needed a PhD scholar may be invited to clarify any concern.
- IEC will communicate the decision to Research Unit and the Research Unit will communicate to PhD scholar.
- Above 05 proposals received to be reviewed by the discipline expert committee for ethical approval as per above procedure.
- All the above points be included in the Standing Operating Procedure

The Committee recommended that the concerned disciplines shall constitute expert committee as per the procedure mentioned above. Accordingly, the committee requested RU to communicate to concerned Schools; SOHS and SOSW to constitute expert committee as per the procedure laid down by the Committee and process the same for approval of IEC. The Committee also requested RU to circulate the draft SOP to all the members of IEC for their feedback.

The Meeting ended with a vote of thanks to the chair.


(Bijayalaxmi Mishra)
Convener