

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

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**STANDARD OPERATING PROCEDURE [SOP]**

**Revision – III, October 2015**

**Amendment 2**

**15/02/2016**

The Institutional Ethics Committee, HMPCMCE in its 67<sup>th</sup> Meeting held on 11<sup>th</sup> 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 [3<sup>rd</sup> 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