

Minutes of the meeting of 'Tezpur University Ethical Committee'

Date and time: 21 December, 2020 at 3.30 PM

[Through online Google Meet platform via link: <http://meet.google.com/ufa-ievh-sca>]

Members present:

1. Prof. Kangkan Pathak	- Chairperson	Present
2. Dr. Usha Sarma	- Vice-Chairperson	Present
3. Dr. Pronobesh Chattopadhyay	-Member	Present
4. Prof. Debarshi Prasad Nath	-Member	Absent
5. Prof. Manabendra Mandal	-Member	Present
6. Prof. Robin Doley	-Member	Present
7. Dr. Jonali Sarmah	-Member	Absent
8. Dr. D. K. Sarmah	-Member	Present
9. Dr. Nayanmoni Gogoi	-Member	Present
10. Mr. Nayan Gogoi	-Member	Absent
11. Dr. R. Mukhopadhyay	-Member Secretary	Present

Agenda of the meeting:

1. Minutes of the last meeting for confirmation
2. Registration of TU Ethical Committee
3. SOPs
4. Format of Certificate
5. Discussion on the proposal submitted by Prof. A. K. Mukherjee, Prof. B. Deka and Prof. P. P. Sahu
6. AoB

Resolutions:

1. The Member Secretary welcomed all the members and requested to introduce themselves.
2. The Chairperson requested the Member Secretary to check the minutes of the last committee meeting for any pending issues.
3. The Chairperson also suggested the Member Secretary to take initiative for registration of the committee with Department of Health Research (DHR).
4. The Chairperson requested to prepare for SOPs according to ICMR guidelines which will be required for registration.
5. The proposal (Ref no. DoRD/TUEC/PROP/2020/01) submitted by Prof. A. K. Mukherjee was discussed. The committee made the following observations on the proposal:
 - a. In Exclusion criteria 'Children below age 8 years' is mentioned. It is suggested to modify.
 - b. Collection of samples was not very clear. The revised proposal should clearly mention the type of samples to be collected for the study.
 - c. In volunteer consent form blood is mentioned. However, the proposal deals with tissues. It was suggested to clarify this point.
 - d. In inclusion criteria recruitment of 'Male' was mentioned. It was suggested to modify.

- e. The committee observed that healthy individual will be employed as per 'Inclusion' criteria. The committee requested a clarification about this critical point.
- f. In PIS, the type of samples to be collected from patients should be mentioned.

Resolution: The committee suggested for a revised submission of the proposal after addressing the queries. It was observed the proposal was pending for long time. Hence, it was decided that the proposal of Prof. A. K. Mukherjee can be expedited by conducting an additional meeting soon.

- 6. The proposal (Ref no. DoRD/TUEC/PROP/2020/02) submitted by Prof. P.P. Sahu was discussed. The committee made the following observations on the proposal:
 - a. The methodology of the proposal was not clear
 - b. Patient information sheet and consent form were missing
 - c. It is not clear how the samples will be collected.

Resolution: The committee suggested that since the no component of the study human ethics is involved in Tezpur University, a NOC can be issued based on written request of Prof. P. P. Sahu to carry out the study elsewhere.

- 7. The proposal (Ref no. DoRD/TUEC/PROP/2020/03) submitted by Prof. Bhabesh Deka was discussed. The committee made the following observations on the proposal:
 - a. Age group should be clearly mentioned.
 - b. Inclusion/Exclusion criteria are missing and to be incorporated with the revised proposal
 - c. Patient information sheet (PIS) and Consent form should be included.
 - d. The chance of drop out from the study is high. The proposer should clearly address this issue in revised proposal.

Resolution: The proposal may be resubmitted after addressing the queries. Prof. Deka was advised to apply for ethical committee approval from the institute of clinical collaborator and attach the copy of the same with the revised proposal

Prof. Kangkan Pathak
Chairperson, TUEC

Dr. Rupak Mukhopadhyay
Member Secretary, TUEC