



SOP: 12

PROCEDURE FOR DOCUMENTATION AND ARCHIVING OF DOCUMENTS AND COMMUNICATIONS OF IEC

PURPOSE

To archive the study related documents, proceedings and communications.

SCOPE

Applicable to the IEC of IGIDS

RESPONSIBILITY

The Member Secretary is responsible for implementing this SOP.

PROCEDURE

1. All the documents and communications of IEC will be dated, filed and archived in a secure place.
2. Only persons, who are authorized by the Chairman of IEC will gain access to the various documents.
3. All the documents related to research proposals will be archived for a minimum period of 3 years in the Institute, following the completion /termination of the study.
4. No document (except agenda) will be retained by any IEC member.
5. At the end of each meeting, every member must return all the research proposals and documents to IEC office staff. They will archive one copy in IEC office and other copies will be destroyed after one year.
6. Following documents will be filed and archived with proper label being displaced on the top of file for easy identification of proposal.

Prepared by:
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Member, IEC

Prepared by:
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Member Secretary, IEC, IGIDS

Verified by:
Prof. Dr. Aruna Sharma
Principal-IGIDS, SBV

Approved by:
Prof. Dr. R. Madhavan Nirmal
Chairman, IEC, IGIDS, SBV





INSTITUTIONAL ETHICAL COMMITTEE

INDIRA GANDHI INSTITUTE OF DENTAL SCIENCES

Ethics Committee Registration No: ECR/290/Indt/PY/2018



- a) The constitution, written standard operating procedures of the IEC, and regular (annual) reports.
- b) The curriculum vitae of all IEC members.
- c) A record of all income and expenses if any, of the IEC, including allowances and reimbursements made to the secretariat and IEC members.
- d) The published guidelines for submission established by the IEC.
- e) The agenda of the IEC meetings.
- f) The minutes of the IEC meetings.
- g) One copy of all material submitted by an applicant.
- h) A copy of the decision and any advice or requirements sent to an applicant.
- i) All written documentation received during the follow-up.
- j) The notification of completion, premature suspension, or premature termination of study.
- k) The final summary or final report of the study.

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SRI BALAJI VIDYAPEETH

Established Under Section 3 of the UGC Act 1956
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