

ANNEXURE: 01

AF/IEC/01/20/V7.1

Format of an Agenda
Institutional Ethics Committee, KLE University
Day, Date, Timing
Venue: Site management Office

The agenda will include:

- 1. Nature of Conflict of Interest [if any]**
- 2. Mention of Previous meeting minutes**
- 3. Review of New Project Proposals:**
 - i. Title of the Study
 - Project No.: _____ Name of the PI _____
- 4. Review of Revised Project Proposals:**
 - i. Title of the Study
 - Project No.: _____ Name of the PI _____
- 4. Review of Proposals with Revision and Amendments:**
 - i. Title of the Study
 - Project No.: _____ Name of the PI _____
- 5. Review of Annual Report**
 - i. Title of the Study
 - Project No.: _____ Name of the PI _____
- 6. SAE reporting**
 - i. Title of the Study
 - Project No.: _____ Name of the PI _____
- 7. Protocol deviation/violation/ termination**
 - i. Title of the Study
 - Project No.: _____ Name of the PI _____
- 8. Details of Site visit done**
- 9. Approval of project by circulation**
- 10. Any other matter with the permission of the chair**

Kindly make it convenient to attend and bring these relevant documents for your ready reference.

Yours sincerely,

Member Secretary

ANNEXURE: 02

AF/IEC/02/20/7.0

Format of IEC Meeting Minutes

- Meeting, date, time from.. to..
- Venue:
- Mention of conflict of interest, if any :
- Members Present :
- If absent, justification for the same
- Quorum requirements met? Yes/No
- Name of the members :
- Review of projects as per Agenda items :
- Type of documents reviewed
- Vulnerability issues
- Scientific and ethical issues
- Minutes will be ratified in the next meeting
- Any other matter with the permission of the chair :
- Thanking the Chair and closure of the meeting :
- Signature of Member Secretary / Chairperson on Final Minutes: