HAMDARD INSTITUTE OF MEDICAL SCIENCES & RESEARCH
AND ASSOCIATED HAH CENTENARY HOSPITAL
GURU RAVIDAS MARG, HAMDARD NAGAR
NEW DELHI-110062

Date:30 /04/2026

OFFICE ORDER

Subject: Constitution of Institutional Ethics Committee.

Sanction is hereby accorded to the constitution of committee, which is designated as "Institutional Ethics Committee" for Hamdard Institute of Medical Sciences & Research and HAH Centenary Hospital.

Constitution of Committee:

1. Dr. Arun Aggarwal, Former Dean, MAMC - Chairperson
2. Dr. Satendra Singh, Director Professor, Physiology, UCMS & GTBH - Vice- Chairperson (Basic Medical Scientist)
3. Dr. Aamir Nazir, Senior Principal Scientist (CSIR) & HOD Toxicology & Experimental Medicine, CSIR-Central Drug Research Institute, Lucknow - Basic Medical Scientist
4. Dr. Sabina Khan, HOD, Pathology - Basic Medical Scientist
5. Dr. Arifa Anwar Elahi, HOD, Obst. & Gynae - Member Clinician
6. Dr. Vineet Jain, Professor, Medicine - Member Clinician
7. Dr. Yasir Alvi, Senior Research Officer, NITRD - Basic Medical Scientist
8. Ms. Panchajanya Batra Singh, Legal Advisor - Member/Legal Expert
9. Dr. Indu Prakash Singh, Sociologist - Member/ Social Scientist
10. Ms. Jyotsna Singh, Health Journalist & Communications Strategist - Member/Lay Person
11. Dr. Aqsa Shaikh, Professor, Community Medicine - Member Secretary
12. Dr. Sana Rehman, Associate Professor, Pharmacology - Alternate Member Secretary

The IEC shall review and oversee:

- Biomedical and health research involving human participants
- Clinical trials (drug, device, biologics)
- Public health, epidemiological, and social/behavioral research
- Student research projects and dissertations
- Research involving biological materials, data, devices and records

The IEC is authorized to:

- Approve, reject, or request modifications in research proposals
- Suspend or terminate studies in case of ethical violations
- Monitor ongoing studies through progress reports and site visits
- Ensure compliance with national regulatory requirements (ICMR, CDSCO, NDCT Rules, etc.)

Quorum:

A minimum of 5 members are required to constitute the quorum for the meeting of which at least one member must be from outside the institution, and atleast one member will be a non-scientific member & representing both genders.
For clinical trial, quorum will include at least one representative from all the following:
Minimum 5 members including:

- One basic medical scientist
- One clinician
- One legal expert
- Social Scientist / Ethicist
- One lay person

Frequency of Meeting:

The Committee shall meet atleast once in 2 months or more frequently as needed depending on the number of research protocols pending approval.

Tenure:
The IEC may be revised annually with replacement of one-third of members who complete three years of duration as members.

Roles and Responsibilities:

Chairperson

- Preside over meetings
- Conduct EC meetings and be accountable for independent and efficient functioning of the committee
- Ensure active participation of all members (particularly non-affiliated, non-medical/ non- technical) in all discussions and deliberations
- Ratify minutes of the previous meetings
- Seek COI declaration from members and ensure quorum and fair decision making.
- Handle complaints against researchers, EC members, conflict of interest issues and requests for use of EC data, etc.

Vice Chairperson

- In the absence of Chairperson discharge all the duties of the Chairperson

Member Secretary

- Schedule EC meetings, prepare the agenda and minutes
- Organize EC documentation, communication and archiving
- Ensure training of EC secretariat and EC members
- Ensure SOPs are updated as and when required
- Ensure adherence of EC functioning to the SOPs
- Prepare for and respond to audits and inspections
- Assess the need for expedited review/ exemption from review or full review.

Alternate Member Secretary

In the absence of Member Secretary discharges all the duties of the Member Secretary

Members

- Review proposals objectively and diligently
- Declare conflicts of interest
- Participate in discussions and decisions
- Attend atleast 75% of the meetings

All members of the IEC shall ensure adequate training as required and diligently uphold ethical discharge of their duties.

Functions of the IEC

The IEC shall:

- Review research protocols, informed consent documents, and investigator qualifications
- Assess risk-benefit ratio and participant protection measures
- Ensure equitable selection of participants
- Review provisions for privacy and confidentiality
- Evaluate compensation for injury and reimbursement
- Monitor adverse events and protocol deviations and report the same as required
- Conduct continuing review at defined intervals

Compliance and Guidelines

IEC shall function in accordance with:

- ICMR National Ethical Guidelines (latest edition)
- New Drugs and Clinical Trials Rules (NDCT), India
- CDSCO regulations
- ICH-GCP guidelines

Reporting:

The IEC shall report to Dean, HIMSR

Prof. (Dr.) Musharraf Husain
Dean/Principal

PROF. MUSHARRAF HUSAIN ★ Dean/Principal ★ HIMSR/HAHCH

Copy to:

1. Medical Superintendent, HAHCH
2. All concerned members
3. All HODs
4. Sr. PS to CEO, HIMSR & HAHCH – for information please.