



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

Date: 28.08.2026

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:

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| 1. Dr. Arun Aggarwal, Former Dean, MAMC | - Chairperson, Clinician |
| 2. Dr. Satendra Singh, Director Professor, Physiology, UCMS | - Vice Chairperson, Basic Medical Scientist |
| 3. Dr. Aamir Nazir, Senior Principal Scientist (CSIR) & HOD Toxicology & Experimental Medicine, CSIR-Central Drug Research Institute | - Member, Basic Medical Scientist |
| 4. Dr. Sabina Khan, HOD, Pathology | - Member, 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 | - Member, Basic Medical Scientist |
| 8. Adv. Priyansh Choudhry, Legal Advisor | - Member, Legal Expert |
| 9. Dr. Indu Prakash Singh, Sociologist | - Member, Social Scientist |
| 10. Mr. Ismail Zafar Khan, Journalist | - Member, Lay Person |
| 11. Dr. Aqsa Shaikh, Professor, Community Medicine | - Member Secretary, Ethicist |
| 12. Dr. Sana Rehman, Associate Professor, Pharmacology | - Alternate Member Secretary, Basic Medical Scientist |

Alternate Members

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| 13. Dr. Sukriti Chauhan, CEO, ETI Services | - Alternate Member/Legal Expert |
| 14. Dr. Varsha Singh, IIT Delhi | - Alternate Member/ Social Scientist |
| 15. Mr. Mohd Yasir | - Alternate Member/Lay Person |

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 at least 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 at least 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

Alternate Members

In the absence of regular Member, discharge all the duties of the Member.

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

Copy to:

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

Prof. (Dr.) Musharraf Husain
Dean/Principal

