Vel Tech
Rangarajan Dr. Sagunthala
R&D Institute of Science and Technology
(Deemed to be University Estd. u/s 3 of UGC Act, 1956)

Office of Research Studies

INSTITUTIONAL ETHICS COMMITTEE POLICY

1. PREAMBLE

The Institutional Ethics Committee (IEC) is constituted by the Institution to review the ethical aspects of research activities undertaken by faculty members and research scholars, specifically for the purpose of journal manuscript submissions and project proposal submissions.

The primary objective of the IEC is to scrutinize the submitted Ethical Approval Review Form, assess the proposed research activities against the prescribed ethical standards and applicable institutional guidelines, and issue an Ethical Clearance Certificate for proposals that satisfy the established ethical requirements.

2. OBJECTIVES

The objectives of the IEC are to:

1. Review research manuscripts / proposals involving human participants and human-related data.
2. Protect the rights, safety, dignity, and welfare of research participants.
3. Ensure voluntary participation and informed consent.
4. Promote ethical conduct in research and publication.
5. Ensure confidentiality and privacy of research data.
6. Prevent research misconduct, including fabrication, falsification, plagiarism, and unethical data collection practices.
7. Facilitate responsible and socially beneficial research.

3. SCOPE

The IEC shall review research proposals from all academic departments, including but not limited to:

- Engineering and Technology
- Management Studies
- Commerce and Business Studies
- Biotechnology and Life Sciences
- Sciences
- Humanities and Social Sciences
- Computer Applications
- Education
- Interdisciplinary and Multidisciplinary Research

The Committee shall review studies involving:

- Surveys and questionnaires
- Interviews and focus group discussions
- Observational studies
- Behavioural studies
- Educational research
- Management and commerce research
- Human participant research
- Collection and analysis of personal or sensitive data
- Laboratory studies involving human-derived materials
- Industry and community-based research

4. COMPOSITION OF THE IEC

The IEC shall consist of members from diverse disciplines to ensure independent and objective review.

S. No	Member Name & Institution	Representation
1	**Dr. C. Sheela Sasikumar**, Managing Partner, SS Clini Research LLP, Director - Research & Education, Dr. RK Diabetic Foot and Podiatry Institute, Chennai.	Chairperson
2	**Dr. K. Jagajjanani Rao,** Dean, School of Bioengineering, Vel Tech	Member Secretary
3	**Dr. K. Ravishankar,** Dean, School of Management, Vel Tech	Subject Experts
4	**Dr. P. Azhagu Saravana Babu,** HoD, Department of Biotechnology, Vel Tech	Subject Experts
5	**Dr. B. Venugopal,** Dean, School of Law, Vel Tech	Legal Expert
6	**Dr. P. Chandrakumar,** Dean (R&D), Vel Tech	Social and Ethical Implications (*Project Proposal*)
7	**Dr. M. Vinod Kumar,** Dean (Research Studies), Vel Tech	Social and Ethical Implications (*Journal Articles*)

Tenure

The tenure of IEC members shall ordinarily be **one year** and may be renewed by the competent authority.

5. FUNCTIONS OF THE IEC

The IEC shall:

1. Review and approve research manuscripts / proposals from ethical perspectives.
2. Evaluate risks and benefits associated with proposed studies.
3. Verify adequacy of informed consent procedures.
4. Assess confidentiality and data protection measures.
5. Recommend modifications wherever necessary.
6. Monitor ongoing approved studies whenever required.
7. Address ethical complaints or concerns arising from research activities.

6. ETHICAL PRINCIPLES

All research shall be guided by the following principles:

6.1 Respect for Persons

Participants shall be treated with dignity and respect. Participation shall be voluntary.

6.2 Informed Consent

Participants shall be adequately informed regarding:

- Purpose of the study
- Procedures involved
- Potential risks and benefits
- Confidentiality measures
- Right to withdraw at any time

6.3 Beneficence

Research should maximize potential benefits and minimize risks.

6.4 Non-Maleficence

Researchers shall avoid causing physical, psychological, social, legal, or economic harm.

6.5 Justice

Selection of participants shall be fair and equitable.

6.6 Confidentiality

Personal information shall be protected and used only for approved research purposes.

7. SUBMISSION AND REVIEW PROCEDURE

A structured **four-stage review process** will be implemented.

Step 1: Pre-Submission Ethics Check

Before submitting the proposal, the research supervisor must certify that:

- the research minimizes potential harm
- participant confidentiality is protected
- ethical principles are incorporated in the research design

Step 2: Formal Submission

Researchers must submit the **Ethical Approval Request Form** along with necessary annexures through the proper channel. The template for ethical approval request form is

available on the Institutional website under ***Research → Academic Research → Overview → IEC***.

Step 3: Review Meeting

The IEC shall conduct review meetings once every month through online mode and once every quarter through offline mode. The meetings shall be scheduled based on the research proposals received through the prescribed Request Form.

All request forms received during a particular calendar month shall be scrutinized, and the corresponding review meeting shall be conducted during the first week of the following month. Researchers will be informed of the meeting schedule and further instructions through the mail communication.

Example: If a researcher submits the IEC Request Form during January, the application will be scrutinized along with other applications received during that month, and the review meeting will be conducted during the first week of February.

Researchers are advised to plan their research activities and journal submission timelines accordingly, taking into consideration the IEC review schedule and the time required to obtain ethical clearance.

Step 4: Committee Decision

Based on the nature of the cases/issues considered, the IEC may issue one of the following decisions:

1. Approved – Ethics clearance granted.
2. Conditional Approval – Minor modifications required before approval.
3. Resubmission / Rejection – Major ethical concerns requiring substantial revision.

Upon approval, an **Ethics Clearance Certificate** will be issued with a unique reference number.

8. RESEARCH MISCONDUCT

The Institution adopts a zero-tolerance approach toward:

- Fabrication of data
- Falsification of results
- Plagiarism
- Unauthorized use of data
- Violation of participant confidentiality
- Misrepresentation of research findings

Any confirmed misconduct may result in withdrawal of ethical approval and disciplinary action.

9. AMENDMENTS TO APPROVED STUDIES

Any change in:

- Objectives
- Methodology
- Participant recruitment
- Data collection procedures

shall require prior approval from the IEC before implementation.

10. RECORD MAINTENANCE

The IEC shall maintain records of:

- Submitted proposals
- Review comments
- Meeting minutes
- Approval certificates
- Correspondence and communications

11. CONFIDENTIALITY

All proceedings of the IEC and submitted research documents shall be treated as confidential. Committee members shall disclose any conflict of interest and recuse themselves from related decisions.

12. VALIDITY OF APPROVAL

Ethical approval shall normally remain valid for the duration specified in the approved proposal. The IEC may require periodic progress reports for long-term studies.

13. AUTHORITY

The IEC functions under the authority of the Institution and shall report to the Vice-Chancellor.

14. POLICY REVIEW

This policy shall be reviewed periodically and may be revised by the Institution to align with national regulations, UGC guidelines, ethical standards, and emerging research requirements.

Approved by:

M. Vinod Kumar
16/11/2026

Prof. Dr. M.Vinod Kumar
Dean - Research Studies
Vel Tech
Rangarajan Dr. Sagunthala
R&D Institute of Science and Technology
University
(Estd. u/s 3 of UGC Act, 1956)
Avadi, Chennai

Vice-Chancellor

Prof. Rajat Gupta
Vice Chancellor
Vel Tech
Rangarajan Dr. Sagunthala
R&D Institute of Science and Technology
(Deemed to be University Estd. u/s 3 of UGC Act, 1956)

Date: 16/11/2026

Policy Version: 1.0