

INSTITUTIONAL ETHICS COMMITTEE (IEC)

Seth GS Medical College and KEM Hospital
Established in 1987



Registration No. ECR/229/Inst./MH/2013 & Re-Registration No. ECR/229/Inst./MH/2013/RR-16.
issued under Rule 122DD of the Drugs & Cosmetics Rules 1945

Ethics Committee Registration No. ECR/417/Inst./MH/2013 issued rule 122DD of
the Drugs & Cosmetic rules 1945.

Recognized by:

*The Strategic Initiative for Developing Capacity in Ethical Review (SIDCER),
Forum for Ethical committees in Asia and the Western Pacific Region (FERCAP)
for its compliance with international and local standards in ethical review*

Date: 10th March, 2017

To,

Dr. _____

Dept. of _____

Seth GSMC and KEMH

Sub: Using the e-EC (EC data management) software for Institutional Ethics Committees (I & II) of Seth GSMC and KEMH.

Dear Dr. _____,

We are happy to inform you that **Forum for Ethics Review Committees in India (FERCI)** has developed a software solution for the functioning of Ethics Committee. This software is shared by FERCI with IECs all over India free of cost. Our IECs have decided to introduce this system for our Institutional IECs. The developer of the software gives assurance that the confidentiality of all documents will be maintained and access to documents will be restricted to only authorized personnel. The software is user friendly. It will help us to achieve the timelines as per our Standard Operating Procedures and will promote paperless communication. Kindly cooperate with us and make use of this software to ensure optimum functioning of IEC-I & II.

Please note that all faculties of our institution should register to e-EC by 25th March 2017.

You are requested to follow following instructions for the registration to e-EC:

- **Keep ready your following information and documents (in PDF versions) at the time of registration:**

1. Employee / Student ID Number
2. Passport size photo
3. Biodata

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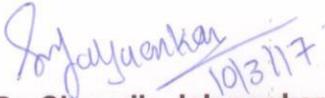
4. GCP training Certificate (within the preceding five years)
- Follow the link as <http://iecmanager.org>
 1. Select institution as **Seth GS Medical College and KEM Hospital, Mumbai.**
 2. Register
 3. Submit the required information (registration) to get associated with institution for the project submission.
 - a. Basic information
 - b. Professional information
 - c. Certifications
 - d. Trainings
 - e. Submit (Request)
 - Principal Investigator registration request will set for IEC Admin verification and upon IEC Admin approval. User will get the account activation link to his/her email. Through this he/she can set their own password to login to system as Principal Investigator.

Note: Only PI can forward the Project to IEC Admin.

Permission for the use of the software from respected Dean sir is attached.

Thanking you,

With regards,


Dr. Sharmila Jalgaonkar
Member Secretary
IEC-I


Dr. Snehalata Gajbhiye
Member Secretary
IEC-II

Covered



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10th June 2016

To,
The Director,
ME and MH
Seth GSMC and KEMH

IEC(II)/OUT/534/16

Sub: Permission for using the e-EC (EC data management) software for Institutional Ethics Committees (I & II).

Respected Sir,

We are happy to inform you that Forum for Ethics Committees in India (FERCI) has developed a software solution for the functioning of Ethics Committee. They have shared the link with us - and this is TOTALLY FREE OF COST.

We seek your permission to introduce this system in the functioning. We have been reassured that the data's confidentiality will be maintained restricted to only authorized personnel. The software is user friendly and it is free of cost for Indian Ethics Committees and also will help to achieve the timeline as per SOPs and will promote paperless communication for non-drug trials. Kindly give us permission to introduce the software for smooth functioning of our Institutional IEC.

Thanking you,
With regards,

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Director (ME & MH.)
Seth G. S. Medical College & K.E.M. Hospital

17/6

Sharmila Jalgaonkar
10/6/2016

Dr. Sharmila Jalgaonkar
Member Secretary
IEC-I

S. Snehalata
10/6/16

Dr. Snehalata Gajbhiye
Member Secretary
IEC-II

