

Procedure for resignation, replacement or removal of members: IHEC/CU/SOP/005/1.0

Membership (Selection, rejection, removal, replacement, Condition of Appointment of member)

- i. The members can apply directly to serve as member of IHEC or they can be given request letter from the chairman or member secretary/ vice chairman.
- ii. The selection of the member(s) of IHEC will entirely depend on the requirement of the IHEC and qualification of the member and would be decided by Member secretary and Chairman jointly or Chairman with consent of at least three members. The applicant will be informed about their selection or rejection within one week of their application.
- iii. Chairman can also request members to join the IHEC .The Member Selection will be decided by Member secretary and Chairman jointly or Chairman with consent of at least three members.
- iv. The duration of the membership will be 5 years.
- v. There will be no bar on the members serving for more than one term but it is desirable to have around one third fresh members.
- vi. A member can be replaced in the event of long-term non-availability [three consecutive meetings]. The member should be asked for clarification and if found non-convincing then he/she can be removed with the notice of one week.
- vii. The members shall resign voluntarily by informing the IHEC one month prior.
- viii. In case where member if involved in non compliance of the SOPs he/she should be asked for clarification, which can be discussed in the meeting and if found non convincing then the member can be removed with a notice of one week.
- ix. It is desirable that a backup of such member should be first prepared and included in the IHEC so that the membership requirement of the IHEC should be maintained.
- x. Authority to replace/Remove the member shall be with the Chairman.
- xi. Members should maintain confidentiality of all discussions during the meeting and sign a confidentiality form at the start of their term. Each member of the committee will submit a declaration to maintain the confidentiality of the documents submitted to them during their membership period.
- xii. Any member shall stand disqualified and his/her membership revoked with immediate effect if He/She
 - a, Is held to be /declares himself/herself insolvent.

b, Is convicted for moral turpitude or imprisoned.

c Is guilty of any professional malpractice.

d, Does not act in good faith and in bonafide discharge of their function as a member of IHEC.

e, Has willingly suppressed withheld or concealed any information available or known to him/her, with regards to any application for approval pending before the IHEC and/or of his/her personal or conflict of interest in any such trial.

xiii. If any member participating in clinical trial which will have been submitted for review, in such case, ethically, respective member will be devoid of voting rights and will not participate in decision making. If required, he/she will be replaced with the member having same profile to fulfill the quorum.