## **Revision of IAEC**

1. The user is required to login the web portal of CCSEA by clicking on establishment login in the user login section and enter username and password which has been created by the user at the time of registration or provided by the CCSEA to registered establishment(s).



2. The user is required to click on 'Revision of IAEC' tab.

	Registration No:- 79137689/GO/Re/JS/Re/L/2019/OPCSEA       Date of Registration-17/12/2019       Registration valid till:-16/10/2020       Registration valid till:-16/10/2020       Registration valid till:-16/10/2020       Registration valid till:-16/10/2020       Purpose of Registration-Small animaliResearch for Education purpose       Type of Animal House Facility-Small Animal Facility.       Validity of registration has expired! Renewal of registration and re-constitution of IAEC is required!	WELCOME :-TESTINGANIL
Edit Profile Registration Status	Pharmacy College sec 10 noida 1111111111 Ultre Fradesh	
IAEC Members	Testinganil@gmail.com	
Revision of IAEC		
Upload Minutes		
View Minutes		
Change Nominee Request		
Renewal/Reconstitution Request		
Compliance of Annual Inspection		
Amendment of Registration Request		
Status of Amendment of Registration		
Change Password		Activate Windows
Logout		Go to Settings to activate Windows.

3. After that user is required to click on **edit** button in front of the IAEC member to whom the establishment wants to change/revise and then click on **update** to save the changes. (Ensure that all the details of each IAEC members are filled in complete manner).

Edit Profile Registration Status				R	evision of IAI	C						
> IAEC Members	Clarification / I	nformation sough	t by CPCSEA									^
Revision of IAEC	CLARIFICATION SOU	GHT BY CPCSEA						A	TTACHMENT			
> Upload Minutes												-
> View Minutes	<											> ~
> Change Nominee Request												
Renewal/Reconstitution Request	Request for Rev	ision of IAEC sub	mitted to CPCS	EA								
Compliance of Annual Inspection	SNO REMARKS OF E	STABLISHMENT FOR	DATE OF IAEC	MINUTES OF	REMARKS	OF	DATE OF		PAYMENT	STATUS	DATE OF APPROVAL	8
Amendment of Registration Request	REVISION		MEETING	MEETING	MEETING		SUBMISSION		SLIP		LETTER	
Status of Amendment of Registration												
Change Password	Payment Details	;										
> Logout	TO TAL FEE REQUIRED	FEE RECEIVED THROUG	GH FEE RECEIVED ONLINE	THROUGH	USED DD AMOUNT	RECEIV	FEE YED	BALAN	ICE FEE TO BE		ACCESS FEE (BALAN FEE)	CE
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Renewal/Reconstitution Request	Reque	st for Revi	ision of IAEC sub	mitted to CPCSE	Α								
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Amendment of Registration Request	RE	LVISION		MEETING	MEETING	ME	ETING		SUBMISSION		3619		LETTER
, Status of Amendment of Registration													
> Change Password	Payme	ent Details											
> Logout	TO TAL F	F E E E D	FEE RECEIVED THROUG	H FEE RECEIVED T	HROUGH	USED DD AMOUNT		TOTAL P	E E D	B AL AN RECEIV	CE FEE TO BE		ACCESS FEE (BALANCE FEE)
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	it, Gwalio	ORGANIZATI	ON TO WHICH THEY BE	LONG ment, Government of India,	, Jhansi Road, Gwal	ior 474002,	RESUME & SINGLE PD	CONSER OF FILE	LETTER IN	А ас	TION		
	File type s	should be pdf and	size less than 1 MB.										
	it, Giraio	Defence Researc	h and Development Establish	nent, Government of India,	These Reed, Gue	- 474002,	Desume Merry						
		Defence Researc	n and Development Establishi	ment, Government of India,	, Jhansi Koad, Gwai	or 4/4002,	Kesume View						
		Defence Researc	h and Development Establish	ment, Government of India,	, Jhansi Road, Gwal	ior 474002	Resume View			/			
		Defence Researc	h and Development Establish	ment, Government of India,	, Jhansi Road, Gwal	ior 474002,	Resume View			1			
		Defence Researc	h and Development Establish	ment, Government of India,	, Jhansi Road, Gwal	ior 474002,	Resume View			1			
							Browse	No file s	elected.	A	dd		
	<										>		

4. The user is required to write the reason for Revision of IAEC, date of the IAEC meeting, Minutes of the IAEC meeting with the signed attendance sheet, wherein the proposal of revision of IAEC has been recommended for approval by the IAEC, <u>in a single PDF file (Maximum file size: 1MB)</u> and the Remarks related to Minutes of IAEC meetings, then submit the request by clicking on submit button.



5. After submit, payment detail page will display; Click on **Make Payment** and pay the requisite fee through online payment mode.

Name of Establishment:	Gujarat Medical College
Address of Animal House Facility	Gujarat
Tel No:	7845221562
Email:	trm@gmail.com
Purpose of Fee:	Revision of IAEC
Total Fees Required:	1000 /- Rs. Only
Fee Received Through DD:	0 /- Rs. Only
Fee Received Through Online:	0 /- Rs. Only
Fee Paid:	0 /- Rs. Only
Fee to be Paid:	1000 /- Rs. Only
Purpose of Registration:	Small animal:- Research for Education purpose
Make Payment Back	

- 6. After receiving the application of revision of IAEC from establishment, CCSEA will process the request. In case of any deficiency, the clarification will be sought from the establishment.
- **7.** To submit the clarification, the user is required to click on 'Revision of IAEC' tab to check the query from CCSEA which will be seen in the 'Clarification/information sought by CCSEA' section.
- 8. If the query is related to the biodata, then the user is required to make the necessary changes in the biodata of proposed IAEC member and re-upload it in '**IAEC members'** section.
- **9.** To re-upload the biodata, the user is required to click edit button as shown below and re-upload the revised biodata as per clarification. For any additional documents/information, the user is required to click on the 'browse' button to upload the respective documents. After uploading the biodata/documents, the user is required to write their response in the 'Enter remarks' section.

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IAEC	Members										
*File typ	e should be pdf and size	less than 1 Mi	3.								
101 TA 11	QUALIFICATION	MOBILE	EMAIL	EXPERIENCE	ORGANIZATIO	N TO WHICH THEY	BELONG	RESUME & CONSENT LETTER IN A SING E PDF FILE	ACTION		
	Ph D M.Pharm, B.Pharm.	9488182049	rajuasirvatham @gmail.com	13 Years.	St. Joseph's Colle	ge of Pharmacy.		<u>Resume</u> <u>View</u>	/		
r ry	M.Pharm, B.Pharm.	9895056807	thahimon @gmail.com	11 Years	St. Joseph's Colle	ge of Pharmacy.		Resume <u>View</u>	1		
	M.Pharm, B.Pharm,	9847722329	nairmanju33 @gmail.com	9 Years.	St. Joseph's Colle	ge of Pharmacy.		Resume View	1		
irson	Ph.D, M.Pharm, B.Pharm.	8606673068	daisy.augustine007 @gmail.com	11 Years.	St. Joseph's Colle	ge of Pharmacy.		Resume View	1		
	BVSc	9446463417	ramakamath @gmail.com	33 Years.	Kurikayil Devasar	as Cherthala Alappuzha	Dist Kerala 688524.	Resume View	1		

10. After receiving the satisfactory response from the establishment, the application will be processed for revision and after approval, the revision letter will be issued to the establishment which can be downloaded by clicking on the 'date' link of 'DATE OF APPROVAL & LETTER' column in the 'Request for Revision of IAEC submitted to CCSEA' section of 'Revision of IAEC' tab.

SNO	REMARKS OF E	STABLISHMENT FOR	DATE OF IAEC MEETING	MINUTES OF MEETING	REMAR	RKS OF MEETING	DATE OF SUBMISSIO	ON	PAYMENT	STATUS
1	Please find the revis inability of earlier m	sion of IAEC members due to rembers.	02/12/2020	View	PFA the dated 25	e minutes of meeting 25.11.20	02/12/2020		<u>View</u> Paymentslip	Approved
Payı	ment Details	5								
		FEE RECEIVED THROUGH	FEE RECEIVED THI ONLINE	ROUGH	USED DD A MOUNT	TOTAL FEE RECEIVED	E	B A L A N C E R E C E I V E D	FEE TO BE	A ( FE