

Minutes of (...No. of Meeting)... IAEC Meeting

(Minutes of IAEC meeting should be uploaded on the website of CPCSEA within 15 days after conducting the meeting)

Name and address of establishment:.....

Registration number of establishment:.....

Date and Time of the IAEC Meeting:.....

Venue:.....

Minutes of the Meeting:

Item No. 1: ...(as per the Agenda of the meeting)...

Item No. 2: ...(as per the Agenda of the meeting)...

Item No. 3: Decision/ Recommendation of IAEC on New Research Protocols:

S. No.	Title of the Protocol	Protocol No.	Species proposed	Total Housing capacity for Species proposed	Number of animals proposed	Number of animals recommended by IAEC	Approved/ Rejected/ Deferred/ Any other remark/ observation of IAEC

Attendance Sheet of the IAEC Members present in the meeting:

S. No.	Name	Designation in IAEC	Signature with Date <i>(The Minutes should be signed with ink. Scanned signature and date shall not be accepted.)</i>
1			
2			
3			
4			
5			
6			
7			
8			

All the decisions will be taken only in meetings where quorum is complete. The quorum for holding IAEC meeting is six (6), and Main Nominee, Scientist from outside the Institute and Socially Aware Nominee must be present in meetings. Link Nominee can attend in case Main Nominee conveys his unavailability in writing to the chairman IAEC. However, the Link Nominee should be invited once a year to update him/ her about the activities of the IAEC. Any decision taken in the meetings of IAEC without quorum shall be considered invalid.

IAEC meeting through video conferencing:

- i. The IAEC meeting may be convened through video conferencing in case of any emergency like the lockdown period due to COVID 19, wherein CPCSEA permitted convening online IAEC meetings for specific period.
- ii. Attendance Sheet of the IAEC Members is not required, if the meeting is convened through video conferencing.
- iii. The screenshot of online IAEC meeting and recommendation emails of IAEC members (including Nominees of CPCSEA) are to be attached as the proof of the meeting.
- iv. The establishments should not paste the recommendation emails of the IAEC members on word document, instead the mails should be directly printed in PDF format through print email option.