

Departmental Ethics Committee
(A sub-committee of the NEHU Central Ethics Committee)

Guidelines for Review Procedures

A minimum of a **three-member committee** can be constituted with the Head of the department as the chairperson at the departmental level to review PG, Ph.D., and project proposals involving human participants:

1. All ten principles of the NEHU Ethics Committee mandate should be followed.
2. Review process can be once before the commencement of the fieldwork and/or data collection by the PG/ Ph.D. students.
3. This committee can provide an ethical certificate to the PG students' proposals that involve human participants.
4. Certificates to the PG students can be issued through a Departmental Ethics Committee (DEC) format.
5. Project and Ph.D. students' proposals that involve human participants must be reviewed by this committee and forwarded by the chairperson before submitting them to the Central Ethics Committee, IECHSP.
6. Supervisor's recommendation/forwarding on the application form, addressing the ethics-related issues involved in the 'Methodology' can be considered by the committee for the review of the proposal.
7. Non-invasive and/or interview-based methodology can be evaluated without any presentation from the students.
8. Invasive methodology-based proposals must be evaluated through a presentation from the student in the presence of his/her supervisor.
9. The Central Ethics Committee application and consent form must be followed with minor modifications according to the ethical issues involved in the proposal.
10. Students must submit their proposal along with the application forms and supporting documents duly forwarded by the supervisor at least **one week** before the proposed date of the DEC meeting.