

**LOYOLA COLLEGE OF SOCIAL SCIENCES  
THIRUVANANTHAPURAM**



**CRITERIA 7: Institutional Values and Best  
Practices**

**7.1.10- CODE OF CONDUCT**

**7.1.10-4 Institutional Ethics Committe Minutes  
2016-21**

## Loyola Institutional Ethics Committee (IEC)

Institutional Ethics Committee of Loyola College of Social Sciences is established with an aim of promoting research in social sciences and related areas by ensuring the rights of the research participants. This committee ensures that the research undertaken by post graduates, research scholars and faculty members in the college follow the ethical guidelines proposed by IEC.

Any research likely to have some human impact to the participants are expected to be reviewed and approved by the IEC. The IEC is also empowered to review and approve proposals which are necessitated to be cleared by an ethical committee as per the norms and requirements of some agencies/universities.

### General Guidelines

1. The researchers who require an ethical clearance is required to submit a written request for the same to the convenor of Loyola IEC at least two weeks prior to the scheduled date of the meeting of the same.
2. The IEC will conduct its meeting quarterly. But it has the right to cancel such meeting if there is no request for any ethical clearance.
3. The research proposals should be submitted in English language only
4. At least two weeks advance notification to be issued communicating the date of meeting of the IEC.
5. The ethical clearance certificate is valid only for the period mentioned in each certificate.
6. Any change in the procedure, methods or participants of research study to be intimated to the IEC.
7. The committee has the right to accept/reject/modify the proposals after reviewing each proposal.
8. The researcher requesting ethical clearance is required to present the same in the IEC meeting for necessary clarifications of the members, if required.

### Constitution of the IEC

Sl no	Name	Address	Role	Affiliation
1	Dr. Saji P. Jacob	Principal Loyola College of Social Sciences, Trivandrum	Chairperson	Internal
2.	Adv. Sandya S.	Former Chairman-CWC, Trivandrum	Legal Expert	External
3.	Dr. UshaKandaswamy	Former Medical Social Worker, Sree Chithira Thirunal Institute of Medical Sciences and Technology, Trivandrum	Medical Social Worker	External
4.	Dr. Pushpam M	Head, Dept. of Sociology and Chairman BoS, University of Kerala	Sociologist	External
5.	Dr. Tissy	Assistant Professor, Dept of Psychology, University of Kerala	Psychologist	External

6	Dr. Somasekharan Nair	Associate Professor Dept. of Statistics University College, Trivandrum	Statistician	External
7.	Dr. Kishore Somanathan	Additional Professor Department of Orthopaedics Medical College, Trivandrum.	Clinician/Medical Expert	External
8.	Mr. Gopakumar K.	Executive Committee Member Cheruvickal Residents' Association	Lay Person	External
9.	Dr. Sabu P. Thomas S.J.	Vice Principal and Assistant Professor in Social Work Loyola College of Social Sciences	Convener	Internal
10.	Dr. Nisha Jolly Nelson	Head Dept. of Sociology Loyola College of Social Sciences	HoD	Internal
11	Dr. Sonny Jose	Head Dept. of Social Work Loyola College of Social Sciences	HoD	Internal
12.	Dr. Promod S K	Head Dept. of Counselling Psychology Loyola College of Social Sciences	HoD	Internal
13.	Dr. Prakash Pillai R.	Head Dept. of Personnel Management Loyola College of Social Sciences	HoD	Internal

# Ethical Committee Meeting

Dated Day: 5-9-2019, Thursday

Place: Principal's Chamber, Loyola College.

Time: 3pm.

## Members Present:-

1. Dr. Sabu P. Thomas B.D.

2. Dr. Nisha Jolly Nelson

3. Sonni Jose Ph.D.

4. Dr. Usha Kandan

5. Dr. Prakash Pillai R

6. Dr. Tissy Maniam Thomas

7. Dr. Pramod S.K

8. Dr. Saji P. Jacob

9. Adv. Sandhya J

10. Dr. Pushpam. M

Sabu Thomas

Nisha Jolly Nelson

Sonni Jose

Usha Kandan

Prakash Pillai R

Tissy Maniam Thomas

Pramod S.K

Saji P. Jacob

Sandhya J

Pushpam. M

## Minutes of the Ethical Committee Meeting Held on Thursday 5<sup>th</sup> September 2019

**Place:** Principal's Chamber

**Time:** 3 pm.

**Members Present:** Drs. Saji P. Jacob, Prakash Pillai, Sonny, Nisha, Pramod, Sabu, Usha Kandasamy, Tissy, Pushpam and Adv. Sandhya.

The meeting began with welcome speech by the Principal Dr. Saji. Then Fr. Sabu shared the background of the meeting. It was for the first time such a committee is convened. The immediate background of the meeting was shared by Dr. Prakash. It was for the clearance of the Ethical committee for the study of Mr. Sabu Subramanyam Ramaswami Pillai. The study is about the challenges faced by the safety of foreign tourists. Mr. Sabu is pursuing doctoral studies in the University of Phoenix, USA. Dr. Prakash is the co guide.

It was suggested that the Ethical Committee needs a medical doctor and a lay person. Special invitee also is needed about the topic of study. Eventually a bylaw of the Ethical Policy also needs to be prepared.

The meeting also decided to call Mr. Sabu to be present before the committee to present the tool of the study.

The meeting got over by 4 pm.

*Minutes prepared by Fr. Sabu S.J.*

Meeting of Loyola Institutional Ethics Committee (IEC)

3.30 pm, 4<sup>th</sup> October, 2019

Venue: Principal's Chamber

Welcome

Introduction of New Members- Convener

*Minutes*

Presentation of Proposal by Mr.Sabu

Draft Policy of Loyola IEC- Chairman

Request for Ethical Clearance by Mr.Sabu

Any other (with the permission of chair)

Vote of Thanks- The supervisor/or facilitator of research

Loyola Institutional Ethics Committee  
Meeting, 4th Oct, 2019, 3.30 pm

Name of the Member	Signature
1. Dr. Sabu P. Thomas J.	
2. Dr. Saji P Jacob	
3. Gopalakrishna	
4. DR. KISHORE S	
5. Dr. Uma Kauling	
6. DR. Sonny Jose	
7. Lewis kumar .T	
8. ANIL KUMAR	
9. Dr. Ponkath pillai R	
10. Somakrishnan Pillai M	
11. Dr. Pushpan .M	

Minutes of the Ethical Committee Meeting Held on Friday 4<sup>th</sup>  
October 2019

**Place:** Principal's Chamber

**Time:** 3.30 pm.

**Members Present:** Drs. Saji P. Jacob, Prakash Pillai, Sonny, Sabu, Usha Kandasamy, Kishore, Mr. Gopakumar, Mr. Anilkumar, Mr. Leninkumar, and Dr. Pushpam,

The meeting began with a silent prayer. After that there was a self introduction of the Committee Members. The minutes of the previous meeting was read out by Fr. Sabu and it was approved. The context of the meeting was shared by Fr. Sabu. Mr. Sabu, R. Pillay Marathakavalliamma of Phoenix University, USA is pursuing Ph. D. on the topic "Intrinsic Case Study to Identify Challenges in Providing Safe Tourism Procedure Implementation at Indian Tourism Organizations." He needs clearance from the Institutional Ethical Committee for undertaking data collection. For this purpose Mr. Sabu was invited to have his presentation before the committee. The following suggestions were given to Mr. Sabu after the presentation:

1. To divide the category of respondents into four category as Tour Manages, Drivers, Guides, and Tourists.
2. Restrict the study in Trivandrum and do not go for generalization.
3. Avoid name of the respondent from the questionnaire.
4. Conduct Focus Group Discussion also.
5. Translate the tools into Malayalam and give to the stakeholders.

The committee entrusted the above matters with the co guide and requested him to take care of the above suggestions.

The meeting got over by 4.30 pm with the vote of thanks proposed by Dr. Prakash.

*Minutes prepared by Fr. Sabu S.J.*

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Accredited (Third Cycle) with a CGPA of 3.72 on Four Point Scale at A Grade in 2014 by NAA

10 October 2019

## Ethical Clearance to Conduct Field Study

The meeting of the Institutional Ethics Committee of Loyola College of Social Sciences held on 4<sup>th</sup> October, 2019, had resolved to grant ethical clearance certificate to **Mr. Sabu R. Pillay Marathakavalliamma** to conduct his field study in Trivandrum, Kerala for his research entitled **Intrinsic Case Study to Identify Challenges in Providing Safe Tourism Procedure Implementation at Indian Tourism Organizations**. This certificate is issued on the distinct agreement that the scholar will carry out the primary data collection of the study under the supervision of **Dr. Prakash Pillai R**, Assistant Professor, Department of Personnel Management and a member in the Institutional Ethics Committee of this college who will also serve as a Member, Research Committee of **Mr. Sabu R. Pillay Marathakavalliamma** under the University of Phoenix.

This certificate is issued for submitting to IRB, University of Phoenix.

**Saji P Jacob, Ph. D**

Chairman

Institutional Ethics Committee

Loyola College