



SUT ACADEMY OF MEDICAL SCIENCES
(MOOGAMBIGAI CHARITABLE AND EDUCATIONAL TRUST)
Vencode -P.O, Vattappara, Thiruvananthapuram – 695 028

INSTITUTIONAL ETHICS COMMITTEE

Letter No:11 /SUTAMS/IEC/2026

Date : 13.05.2026

To

The Professor and Head
Department of _____
SUTAMS

Subject: Notification of Institutional Ethics Committee Meeting

Sir/ Madam

The Institutional Ethics Committee meeting is scheduled as follows:

Date : 26th May 2026 and 28th May 2026
Time : 9AM onwards
Venue : Council Hall, Administrative Block, SUTAMS

All Principal Investigators are requested to submit their research protocols for IEC approval on **18/05/2026** between **1:30 PM and 2:30 PM** at the **IEC Room, 3rd Floor, Paramedical Block**, as per the prescribed checklist.

All submission documents should be merged into a single PDF file, appropriately named with the Investigator's Name and Department, and emailed to iecsutams@gmail.com on or before 18/05/2026, 5:00 PM

Incomplete submissions or inappropriately named documents will not be reviewed.

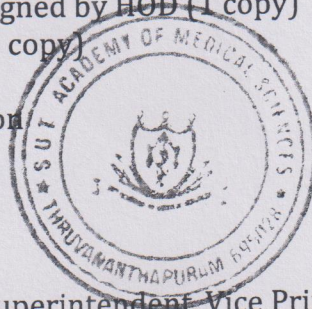
Investigators intending to present at the IEC meeting should prepare a PowerPoint presentation not exceeding 10 slides.

Note: For postgraduate presentations, the presence of the Guide or Co-guide during the IEC meeting is mandatory to facilitate effective communication, understanding, and guidance.

Checklist for Hardcopy submission

1. Research Committee certificate (1 copy signed by HOD)
2. Study Protocol (10 copies)
3. Covering letter endorsed by the Head of the Department
4. Facing Sheet, duly signed by the Guide, Co-guide and HOD (1 copy)
5. Subject information and informed consent forms (English and Malayalam, 10 copies each)
6. Study Proforma/ Questionnaire (10 copies)
7. Receipt of Ethics Committee Submission fee (1 copy)
8. GCP training Certificate copy signed by HOD (1 copy)
9. Brief CV with contact details (1 copy)

Thanking you for your cooperation
Sincerely,



[Handwritten Signature]
13/05/2026

Member Secretary **Sayujya. S Chack**
Institutional Ethics Committee
Member Secretary
Sree Uthradom Thirunal
Academy of Medical Sciences
Vattappara, TVPM - 695028

Cc: Principal, Dean, Medical Superintendent, Vice Principal, CAO, All HOD's & Ic, All IEC Members