

SIES College of Arts, Science and Commerce (Autonomous)
Sion West Mumbai 400 022

Minutes of the meeting of the members of the Institutional Research Advisory and Ethics Committee (RAEC) held on 27th June 2022 at 11.00 am in the College Board Room.

All the committee members were present for the meeting:

Chairperson, Dr. Uma Shankar briefed the members about the additional responsibility of the rechristened committee (former Research Advisory Committee), that is to uphold research and publication integrity and ethics.

She added that a Subject-wise Research Advisory Committee will be formed, as usual, for selection of candidate to PhD program, PhD topic approval and review of progress of PhD candidate. A special ethics committee with external members, will be required to be constituted, for ethical clearance, in case of research proposals involving animal or human subjects.

Agenda 1:

The draft *Code of Ethics in Research* (prepared by RAEC member and IQAC Criteria 3 in-charge, Dr Deepali Kothekar) was proposed. The members deliberated on its implementation and approved the same.

Agenda 2:

The formats for declaration of No-/conflict of interest and plagiarism-free report were discussed and finalized. These forms will be submitted by the researcher to the RAEC, during submission of research proposals and publishing the research work in form of dissertation, research paper, book, etc

Agenda 3

The standard Operating procedure (SOP) for admission to PhD program was discussed. The research policy of University of Mumbai (vide its circular dated 2018 stating minimum standards and procedures for award of MPhil. And PhD degrees) and the SOP flowchart published at the University website to be continued to abide by.

On these grounds, the SOP for payment of fees by the selected candidate, was shared by Vice Principal Dr. Satish Sarfare. The members gave consent to the same.

The meeting concluded at 12.30 pm.



Dr. Uma Shankar
Chairperson and Principal



2022-23

18th June 2022

Following faculty members are invited to constitute the Institutional Research Advisory and Ethics Committee (IRAEC).

Member	Subject/Department
Principal (Dr.) Uma Shankar – Chairperson	Philosophy
Vice Principal Dr. Rashmi Bhure	Politics
Dr. Manju Phadke	Microbiology
Dr. Lakshmi Muthukumar	English
Vice Principal Dr. Satish Sarfare	Zoology and Bioanalytical Sciences
Vice Principal Dr. Tara Menon	Biotechnology
Dr. Mahavir Gosavi	Botany
Dr. Vanita Banjan	Politics
Dr. Nitin Mirgane	Chemistry
Dr. Deepali Kothekar	Biochemistry
Dr Santosh Katariya	Chemistry
Dr Kamala Srinivasan	Philosophy
Dr. Pallavi Roy	Chemistry
Dr. Kirtikumar Badgujar	Chemistry
Dr. Arti Muley Iyer	Physics
Dr. Vishal Desai	Physics

First meeting of this committee is scheduled on 27th June 2022 at 11.00 am in the College Board Room.

The agenda for the meeting is to discuss and finalize:

1. Institutional Code of Ethics in research
2. Declaration forms to be submitted by the researcher
 - a. No-/conflict of interest
 - b. No-Plagiarism/Plagiarism-check report
3. Standard Operating Procedure for PhD admission for 2022-23
4. Any other matter with the permission of Principal.


Principal

