



An Institution of
the Society for the Higher Education
of Women in India

Sophia College for Women
Empowered Autonomous

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Ethical Code of Conduct Policy

1.	Administrative Policy Number (APN): SCWAPN/17	Functional Area: ensuring integrity and accountability in research.
2.	Brief Description of the Policy:	Purpose: To ensure ethical and safe use of animal and biological samples Audience: Science faculty and students working with biological samples and animals
3.	Policy Applies to:	Science faculty and students working with biological samples and animals
4.	Effective from the Date:	26 th November, 2018
5.	Approved by:	College Development Committee (CDC)
6.	Responsible Authority	IQAC Coordinator
7.	Superseding Authority	Principal
8.	Last Reviewed/ Updated:	New policy
9.	Reason for the policy	Establishment of clear guidelines and standards for ethical behavior in area of the research and code of conduct.

10.	References for the policy	UGC/University of Mumbai/NAAC/State and National Union Government directives and Legal codes on ethics.
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Introduction: Sophia College (Autonomous) encourages research-based pedagogy at all levels of teaching which includes the use of animals and biological samples. Projects are conducted by students at the UG and PG level under guidance of faculty members. The college offers a PhD program in 3 science subjects. The college has received several grants including the DST- FIST grant, DBT Star College Status and others received by faculty for conduct of research.

Policy Objectives:

- To ensure safety of stakeholders while using biological samples
- To perform animal experiments strictly under ethical guidelines provided by CCSEA.

Policy Procedures:

The college has an Institutional Animal Ethics Committee (IAEC) registered with CCSEA since 2017 – Registration number 1936/PO/Re/S/17/CPCSEA for conducting research for education purpose on small animals.

The committee is responsible for:

- i) Conducting two mandatory meetings every year and annual inspection of the zebrafish facility by the CCSEA Main nominee.
- ii) Reviewing the research protocols of the projects undertaken using the zebrafish maintenance facility
- iii) Ensuring that the facility is maintained as per the statutory norms of CCSEA
- iv) Keeping the daily record of the number of animals in the facility as per the guidelines of CCSEA

Two mandatory meetings are conducted every year and the fish facility is inspected by the Committee members. Projects using the facility are approved and reviewed by the Committee.

The college has constituted the Institutional Biosafety Committee (IBSC) registered under the Department of Biotechnology (DBT) Ministry of Science & Technology , Government of India.

The purpose of this committee is :

- i) To conduct onsite evaluation, assessment and monitoring of adherence to the biosafety guidelines while conducting experiments with genetically manipulated organisms.
- ii) To Review and approve of project proposals falling under restricted category I and II and as per guidelines issued by DBT from time to time
- iii) To ensure that the handling, storage, and waste disposal of all clinical samples is done as per safety guidelines
- iv) Use of microorganisms that are non-pathogenic should be used as far as possible during the experiments and these should be performed under the supervision of the trained staff.
- v) Import, export, transfer or receiving of any GMO strain should be reviewed and approved by the IBSC and these should be purely for the academic research purpose.

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IQAC coordinator

Coordinator
IQAC
Sophia College



Sharda P. P. P.

Principal

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