1.0 Name & Address of IEC
   Institutional Ethics Committee, Research and Development Centre,
   Dayanand Medical College & Hospital, Ludhiana-141001, Punjab.
   Telephone No.: 0161 2304282-87  
   Fax: 01612310082
   Extension No. 617

2.0 Authority under which IEC is constituted
   Managing Society, Dayanand Medical College & Hospital, Ludhiana.

3.0 Purpose
   The purpose of this document is to ensure effective functioning of the
   IEC at Dayanand Medical College & Hospital, Ludhiana, Punjab, so
   that a quality and consistent ethical review mechanism for health and
   biomedical research is put in place for all research.

4.0 Scope
   This IEC will review the research projects/proposals in human
   subjects and/or patients; including medical education projects, human
   studies, audits, registries, retrospective studies excluding case reports
   and project proposals submitted to external funding agencies (e.g.
   Indian Council of Medical Research, etc.)

5.0 Role
   The IEC will review and approve all types of research proposals
   involving human participants with a view to safeguard the dignity,
   rights, safety and well being of all actual and potential research
   participants. The goal of research, however important, should never be
   permitted to override the health and well being of the research
   subjects.

The IEC will take care that all the cardinal principles of research ethics viz.
beneficence, non-maleficence, justice, autonomy, dignity (confidentiality),
truthfulness and honesty (informed consent) are appropriately addressed in the research protocol. IEC will review the
appropriateness of the study protocol as well as the risks and benefits.

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Prof. Jagandeep Singh

REVIEWED BY

Prof. G S Wander

APPROVED BY

Prof. Arvind Malhotra
to study participants. It ensures that study subjects are exposed to minimal risks in relation to any benefits that might result from the research.

6.0 Registration : To be applied for.

7.0 Chairman, membership requirements & Composition

The IEC consists of 14 members. Institutional Ethics Committee has a Chairman/Chairperson (who is from outside the institution) and a Member Secretary. Other members are a mix of medical/non-medical, scientific and non-scientific persons including lay public, to reflect the different viewpoints (multidisciplinary and multisectorial in composition).

The people with the following representations will be enrolled as members:

1. Chairperson/Chairperson
2. 1-2 basic medical scientists
3. 1-2 clinicians
4. One legal expert or retired judge
5. One social scientist/representative of nongovernmental voluntary agency
6. One philosopher/ethicist/theologian
7. One lay person
8. Member Secretary
9. One lady member

7.1 Duration of term : The Composition shall be valid for the period of 2 years and there after re-composition of IEC will be done and upto 1/2 members will be changed.
7.2 Resignation: Any member of IEC who wishes to be relieved from membership may do so in writing with one month’s notice period.

7.3 Removal from membership: A member may be removed from the membership of IEC in case of:
- Unsoundness of mind.
- Conviction by competent court of law.
- Found to be working against the interest of IEC.

The decision to this effect shall be taken by IEC by majority of votes.

7.4 Replacement: In case of resignation/removal of member, the Chairman shall appoint another member from the same membership requirement category (Refer to item no. 7.0) within one month, in consultation with the Secretary, Managing Society, Dayanand Medical College & Hospital within one month after the resignation or removal.

8.0 Quorum Requirement for Meeting: The minimum of 50% +1 member are required to compose a quorum. All decisions should be taken in meetings and not by circulation of project proposals.

For review of each protocol the quorum of Institutional Ethics Committee should have at least 5 members with the following representations:
- Basic medical scientist
- Clinician
- Legal expert
- Social scientist/representative of non-governmental voluntary agency/philosopher/ethicist/theologist or a similar person.
- Layperson from the community

In addition to the medical experts the committee shall have:
- At least 1 member from a non-scientific field.
- At least 1 member from outside the institution.
- At least 1 Lady member.
It is encouraged to invite non-member experts for opinion on specific indications in case to case basis. (Non-member experts will not be allowed to vote).

9.0 IEC Meetings & Frequency

The IEC will meet once in a month. Additional meetings will be held when required. An advance notice will be sent to members one week (7days) prior before the IEC meeting.

10.0 Office/Meetings

1. The Chairman/Chairperson will conduct all meetings of the IEC. If for reasons beyond control, the Chairman/Chairperson is not available, an active Chairman/Chairperson will be nominated by the Chairperson from the members present, who will conduct the meeting.

2. The Member Secretary is responsible for organizing the meetings, maintaining the records and communicating with all concerned. He/she will prepare the minutes of the meetings and get it approved by the Chairman before communicating to the researchers.

3. The committee will function from Research & Development Centre, Dayanand Medical College & Hospital.

4. Meetings will ordinarily be held once a month with an additional interim meeting in that month.

11.0 Independent consultants

IEC may call upon subject experts as independent consultants who may provide special review of selected research protocols. These experts may be specialists in ethical or legal aspects, specific diseases or methodologies, or represent specific communities, groups or special interest groups e.g. Cancer patients, HIV positive persons or ethnic minorities. They are required to give specialized views but do not take part in the decision making, which will be done by the members of the IEC.
12.0 Responsibilities of IEC

The IEC is to ensure that the research protocols that are carried out at Dayanand Medical College & Hospital, Ludhiana:

(i) Are sound in scientific rationale
(ii) Have a sound scientific design
(iii) Have statistical validity
(iv) Are conducted according to the parameters of ICH-GCP
(v) Do not compromise the safety, rights and well-being of the study subjects (patients/normal healthy volunteers) participating in the research study.
(vi) Are conducted under the supervision of medical persons with the required experience/expertise.
(vii) Include safety of study subjects (patients/normal healthy volunteers) who, through their legally acceptable representatives have given informed consent for participation in the research study.
(viii) No inducement or coercion or undue influence on the trial subjects.

13.0 Functions

(i) The committee will review all new research projects and also the ongoing research projects at intervals appropriate to the degree of risk to the study subjects.
(ii) The committee will maintain a list of projects submitted, approved/disapproved and the outcome of each project.
(iii) In addition, the IEC will periodically review (at periods required by the Principal Investigator) but at a minimum every year, the progress all projects submitted for approval.
(iv) The IEC will review the study progress after the final phase of the study, the date of which will be informed by the Principal Investigator (PI).
(v) All records pertaining to ethics review will be maintained for five years after study closure.
14.0 Essential Requirements prior to submission

(i) Projects must be approved by the MAC (Medical Administrative Committee) for administrative assessment of justification, relevance and benefits to institution, before presentation to Ethics Committee.

(ii) All funds should be routed through Finance & Accounts Department, under separate head for each project.

(iii) No direct/indirect individual financial benefit may be taken by any faculty member.

(iv) Outside person, if involved, should be duly approved by MAC.

(v) All research projects will be submitted on the IEC project approval format, Ver. 1.0 (Annexure 1).

(vi) Checklist for project submission

(vii) Appointment of medical person should be routed through Medical Superintendent and non-medical person through HRD.

(viii) It should be ensured that the project work by the DMCH faculty/staff is not carried out at the expense of medical care of other patients or routine departmental work during duty hours.

(ix) At the end of the project the report should be submitted on the prescribed format.

(x) In case of Serious Adverse Event occurring in the study after analysis along with opinion on financial compensation will be forwarded to the licensing authority within 21 calendar days of the occurrence of the SAE.

15.0 Conflict of Interest

: In case an IEC member is a part of the study he/she shall declare the same before taking up project for discussion to the Chairman/Secretary. He/She shall not participate in the discussion from IDP. He/She will leave the meeting room when internal discussion on project takes place and shall not vote for decision on the project.
16.0 Documentation, Submission and Requirements

1. Project title
2. Investigator's name position and address
3. Conflict of Interest statement (section 2, Annexure 1)
4. Hypothesis/ Objectives
5. Lay summary
6. Methods
7. Sample size calculation
8. Research Participant Safety (section 4, Annexure 1)
9. Statistical analysis
10. Investigator's CV
11. Budget, sources of funding
12. Any regulatory clearance if required.
13. Patient information sheet
14. Consent form in vernacular languages
15. Disclosure of conflict of interest
16. Risk assessment form
17. Compensation and cost forms (section 5, Annexure 1)
18. Privacy and confidentiality forms (section 5, Annexure 1)

17.0 Review procedures

1. The proposals will be sent to members at least 7 days in advance.
2. The study PI (and other co-investigators as deemed necessary) will be invited and expected to attend the IEC to offer any clarification required
3. Decisions will be taken by consensus after discussions in the IEC meeting itself.
4. Researchers will be invited to offer clarifications if needed
5. Independent consultants/Experts may be invited to offer their opinion on specific research proposals.
6. The decisions will be minuted and Chairman's/Chairperson's approval taken in writing.
18.0 Elements of review

1. Project title
2. Investigator's name position and address
3. Conflict of Interest statement (section 2, Annexure 1)
4. Hypothesis/ Objectives
5. Lay summary
6. Methods
7. Sample size calculation
8. Research Participant Safety (section 4, Annexure 1)
9. Statistical Analysis
10. Investigator's CV
11. Budget, sources of funding
12. Any regulatory clearance if required.
13. Patient information sheet
14. Consent form in vernacular languages
15. Disclosure of conflict of interest
16. Risk assessment form
17. Compensation and cost forms
18. Privacy and confidentiality forms (section 5, Annexure 1)

19.0 Decision-making

1. Members will discuss the various issues before arriving at a consensus decision.
2. Decisions will be made only in meetings where quorum is complete.
3. Only members can make the decision. The expert consultants will only offer their opinions.
4. Decision may be to approve, reject or modify the proposals. Specific suggestions should be given for modifications.
5. Modified proposals may be reviewed by an interim review through identified members.
6. Negative decisions should always be substantiated by appropriate reasons.
20.0 Vulnerable Population

Vulnerable population as defined in Schedule-Y, ICMR Guidelines and other documents shall be identified in each project. Their interest will be watched by discussion in detail on the fallout or impact of the project on their vulnerability.

A Pediatrician / Physician / Legal Expert / Lay person / Social workers in the committee would take care of the interest of Pregnant/Lactating women children (including new borns), geriatric, mentally challenged and mentally differently abled persons.

In case of other vulnerabilities as identified on case to case basis a subject expert shall be invited to give his/her opinion. However, the expert shall have no voting rights regarding the decision of the project. He/She will leave the meeting room when the final decision is being taken.

21.0 Communicating the decision

1. Decision will be communicated by the Member Secretary writing within 7 days of IEC meeting to the study PI.
2. Suggestions of IEC, if any, should be sent for modifications.
3. Reasons for rejection should be informed to the researcher. There is no need to communicate the name of the specific expert or member who made the review.

22.0 Follow up procedures

1. Regular reports should be submitted for regular review.
2. Final report to be submitted at the end of study.
3. Any serious side effects, adverse drug reactions and the interventions undertaken to be intimated.
4. Protocol deviation, if any, to be informed with adequate justifications.
5. Any new information related to the study should be communicated.
6. Premature termination of study should be notified with reasons and summary of the studies done so far.

23.0 Archiving/Record keeping

1. Curriculum Vitae (CV) of all members of IEC.
2. Copy of all study protocols with enclosed documents, annual

[Signatures of Prepared, Reviewed, Approved]
reports, side-effects/ADRs etc.
3. Minutes of all meetings with due signature of Chairperson.
4. Copy of all existing national and international guidelines on research ethics.
5. Copy of all correspondence with members, researchers and other regulatory bodies.
6. Final report of the approved projects.

24.0 Updating IEC members

1. All relevant new guidelines to be brought to the attention of the members.
2. Members should be encouraged to attend national and international training programs in research ethics for maintaining quality in ethical review and to be aware of the latest developments in this area.

25.0 Definitions and Abbreviations

Term | Definition
--- | ---
Good Clinical Practice (GCP) | A standard for the design, conduct, performance, monitoring, auditing, recording, analyses, and reporting of clinical trials that provides assurance that the data and reported results are credible and accurate, and that the rights, integrity, and confidentiality of trial subjects are protected.
Clinical Trial/Study | Any investigation in human subjects intended to discover or verify the clinical, pharmacological and/or other pharmacodynamic effects of an investigational product(s), and/or to study absorption, distribution, metabolism, and excretion of an investigational product(s) with the object of ascertaining its safety and/or efficacy. The terms clinical trial and clinical study are synonymous.

PREPARED BY
Prof. Gagandeep Singh

REVIEWED BY

APPROVED BY
Prof. Arvind Manhotra
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Protocol</td>
<td>A document that describes the objective(s), design, methodology, statistical considerations, and organization of a trial. The protocol usually also gives the background and rationale for the trial, but these could be provided in other protocol referenced documents. Throughout the ICH GCP Guideline the term protocol refers to protocol and protocol amendments.</td>
</tr>
<tr>
<td>Protocol Amendment</td>
<td>A written description of a change(s) to or formal clarification of a protocol.</td>
</tr>
<tr>
<td>Informed Consent</td>
<td>A process by which a subject voluntarily confirms his or her willingness to participate in a particular trial, after having been informed of all aspects of the trial that are relevant to the subject's decision to participate along with his/her and nominee’s right to claim compensation in case of trial-related injury or death. Informed consent is documented by means of a written, signed and dated informed consent form also showing the name of nominees and their signatures.</td>
</tr>
<tr>
<td>Case Report Form (CRF)</td>
<td>A printed, optical, or electronic document designed to record all of the protocol required information to be reported to the sponsor on each trial subject.</td>
</tr>
</tbody>
</table>
Annexure - 1

Section 1: Project Registration

1.1 Project Title: 

1.2 Name or Agency to which funding is applied for? (With Agency no.)
   (Note: If no agency applied, please enter Not Applicable)

1.3.1 When will recruitment of research participants start?

1.3.2 When will recruitment of research participant stop?

<table>
<thead>
<tr>
<th>Principal Investigator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Title &amp; Position</td>
</tr>
<tr>
<td>Degrees</td>
</tr>
<tr>
<td>Departmental Affiliation</td>
</tr>
<tr>
<td>Address</td>
</tr>
<tr>
<td>City</td>
</tr>
<tr>
<td>Postal Code</td>
</tr>
<tr>
<td>Telephone</td>
</tr>
<tr>
<td>Fax</td>
</tr>
<tr>
<td>Email</td>
</tr>
</tbody>
</table>

PREPARED BY: Prof. Gagandeep Singh
REVIEWED BY: Prof. G S Wander
APPROVED BY: Prof. Arvind Malhotra
1.5 Signature of Principal Investigator attesting that:

- all co-investigators have reviewed the protocol contents and are in agreement with the protocol as submitted;
- the investigator(s) will adhere to the Protocol and Consent Form as approved by the local ethics committee;
- the Principal Investigator will notify the institutional ethics committee of any changes or adverse events/experiences in a timely manner;
- the study will not start until the contract/agreement has been approved by the Medical Administrative Committee, DMC&H.

1.6 List all local co-investigators and collaborators. Include research personnel only if they have a significant role in the conduct of the study.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Position</th>
<th>Department/Institution</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

1.7.1. Is this a multi-centred study?  

Yes / No

1.7.2. If YES, who is the Principal Investigator for the entire study? Provide name and complete contact information.

1.7.3. Is the study administered by a Coordinating or Contract Research Organization (CRO)?  

Yes / No

Prepared by: Prof. Gagandeep Singh  
Reviewed by: Prof. G S Wander  
Approved by: Prof. Arvind Malhotra
1.7.4. If YES, please provide Name & Address of CRO

<table>
<thead>
<tr>
<th>1.8.1</th>
<th>What is the status of the funding or support for this project?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Funding not required</td>
</tr>
<tr>
<td></td>
<td>Application Pending</td>
</tr>
<tr>
<td></td>
<td>Funded</td>
</tr>
<tr>
<td></td>
<td>In-Kind contribution only</td>
</tr>
<tr>
<td></td>
<td>describe (e.g. medication)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1.8.2</th>
<th>Name of funding agency(s) or sponsor(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>In the case of grant funding also provide the grant or proposal number if known.</td>
</tr>
</tbody>
</table>

PREPARED BY: Prof. Ogigndeep Singh

REVIEWED BY: Prof. G S Wander

APPROVED BY: Prof. Arvind Malhotra
Section 2: Conflict of Interest

2.1. Do any of the investigators or their immediate families have any proprietary interests in the product under study or the outcome of the research including patents, trademarks, copyrights and licensing agreements? Yes/No

2.2. Are any of the investigators or their immediate families receiving any personal remuneration (including investigator payments and recruitment incentives) from industry sponsors for taking part in this investigation? Yes/No

2.3. Do any of the investigators or their immediate families have equity interest in the sponsoring company? (this does not include Mutual Funds) Yes/No

2.4. Do any of the investigators or their immediate families receive payments of other sorts from this sponsor (e.g. grants, compensation in the form of equipment or supplies, retainers for ongoing consultation and honoraria)? Yes/No

2.5. Are any of the investigators or their immediate families members of the sponsor’s Board of Directors (or comparable body)? Yes/No

2.6. If YES, describe the monetary value in detail and discuss the potential impact of the conflict of interest and measures adopted to eliminate the same.

---

PREPARED BY
Prof. Gagandeep Singh

REVIEWED BY

APPROVED BY
Prof. G S Wander
Prof. Arvind Mathur
Section 3: Project Details

3.1 Project title

3.2 Provide in a brief paragraph, a lay summary of the proposed research describing the population, intervention and outcome.

3.3 KEYWORDS (3-5)

3.4 Background & Justification – Briefly summarize knowledge base and past human and/or animal research which has led to this project. (300 words, maximum)
3.5 Study Design: Indicate which of the following best describes the type of investigation proposed.
(Mark all that apply)

- Pilot Study
- Qualitative Study
- Epidemiological Study
- Device Assessment/Development
- Open-Label Extension Study
- Other-Specify

3.6 Objectives and Hypotheses (There may be one primary and 2-3 secondary objectives; hypothesis should be in 1-2 sentences maximum)

Primary Objective: 

Secondary Objectives: 

3.7 Methodology – Study design description including inclusion and exclusion criteria, outcome measures and follow-up, randomization etc. (Max. 1000 words, append additional pages if required)

3.8 Sample size estimation undertaken: Yes/No/Not required

If Yes: provide justification of sample size

If No: provide justification why sample size estimation was not undertaken.

3.9 Statistical Analysis: Describe parameters that will be analyzed (both baseline & outcome data) and statistical tests and statistical software that you will use.
Section 4: Research Participants Safety

4.1 Your study comprises which of the following subjects:

| Healthy Volunteers | Tick as appropriate
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>Yes / No</td>
<td></td>
</tr>
<tr>
<td>Patients</td>
<td></td>
</tr>
<tr>
<td>Pregnant women</td>
<td></td>
</tr>
<tr>
<td>Minors (under 18)</td>
<td></td>
</tr>
<tr>
<td>Participants with language or comprehension barriers (e.g. illiterate, dysphasic)</td>
<td></td>
</tr>
<tr>
<td>Employees or students</td>
<td></td>
</tr>
<tr>
<td>Incompetent or unconscious participants</td>
<td></td>
</tr>
<tr>
<td>Institutionalized persons (e.g. prison, extended care facility)</td>
<td></td>
</tr>
<tr>
<td>Participants recruited in emergency or life-threatening situations or other very stressful situations</td>
<td></td>
</tr>
</tbody>
</table>

4.2 Mention the lower and upper age limit of participants

<table>
<thead>
<tr>
<th>LOWER AGE LIMIT</th>
<th>UPPER AGE LIMIT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PREPARED BY
Prof. Gagandeep Singh

REVISED BY
Prof. G S Wander

APPROVED BY
Prof. Arvind Malhotra
4.3 Inclusion/Exclusion Criteria

<table>
<thead>
<tr>
<th>Inclusion Criteria</th>
<th>Exclusion Criteria</th>
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<tbody>
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</tbody>
</table>

4.4 Indicate which of the following interventions, testing or procedures are to be performed on the human participants as part of this research study.

- Drugs or Natural Products
- Devices
- Radiation
- Magnetic Resonance Imaging
- PET Scans
- Surgery
- Non-surgical manipulation (e.g. physiotherapy)
- Collection of blood
- Non-invasive physical measurements (e.g. BP, weight)
- Administration of contrast agent
- Collection of other bodily materials or tissues

4.5 List any procedure, test, drug etc. utilized for the purpose of this study which is not part of ordinarily accepted care of the participant.

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Prof. Gagandeep Singh

REVIEWED BY

Prof. G S Wander

APPROVED BY

Prof. Arvind Malhotra
4.6 Will any radioactive material be used?  Yes / No

4.6.1 If YES, describe in detail


4.7 Will the participant be exposed to X-rays?  Yes / No

4.7.1 If YES, describe the X-ray exposure, describe the assessment of risk and give the dose equivalents (background radiation).


4.8 Are biological specimens (e.g. blood, tissue, muscle biopsies or tumor samples) to be taken or analyzed?  Yes / No

4.9 Are any biological specimens (blood, tissue etc.) being taken for genetic testing or other unspecified testing or studies?  Yes / No

If YES to either 7.1a or 7.1b then provide the following details:

a) Describe quantity (e.g. blood) that will be taken

b) How the specimen will be taken and by whom?

c) Who will be the custodian of the sample?
d) How will the samples be stored?


c) For what purpose the sample will be used?


d) How will these be destroyed?


4.10 Delays or withholding of standard care

4.11 Are any standard therapies or diagnostic procedures to be withheld during the course of the study? Yes/No

4.12 Will a placebo be used in lieu of standard care? Yes/No

4.13 Will management or treatment of the participant's condition be prolonged or delayed because of the research? Yes/No

4.14 If YES to any of the above, discuss the potential risks and benefits to the participants and provide a rationale why standard care must be withheld or delayed

4.15 Will the study include pregnant/ breast feeding women? Yes/No

4.16 If YES, describe potential risks to the subject, fetus or child
4.17 How often do you recommend that IEC should review your project progress? (Minimum recommended annually)

<table>
<thead>
<tr>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual</td>
</tr>
<tr>
<td>Every 6 months</td>
</tr>
<tr>
<td>Every 3 months</td>
</tr>
<tr>
<td>Every month</td>
</tr>
</tbody>
</table>

4.18 Are the participants likely to incur any additional expenses as a result of their participation in this study? Yes/ No

4.19 If YES, describe.

4.20 Will the subjects have to pay for any drugs and tests in the study protocol? Yes/ No

4.21 If YES, describe.

---

Prepared by: Prof. Gagandeep Singh
Reviewed by: Prof. G S Wander
Approved by: Prof. Arvind Malhotra
Section 5: Privacy & Confidentiality

5.1 Indicate if any of the following personal identifiers will be collected for research purposes during the course of the research. (Excluding the consent form which will contain the participant's name.)

<table>
<thead>
<tr>
<th>Full or Partial Name or Initials</th>
<th>Collected at the initial time</th>
<th>Retained throughout the study</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact info: address, phone, postal code etc</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of Birth or Death</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hospital CR or Admission No.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other personal identifiers(specify)</td>
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</tr>
</tbody>
</table>

If personal identifiers retained, please provide justification.

5.2 Describe the procedures to be used for preserving the confidentiality of data or specimens both during the data or specimen collection and in the release of the findings, e.g., all identifiers removed once data collected, data coded by unique identifiers with master list held separate from data etc.

5.3 Will written consent be obtained from all study participants? Yes/No

If YES, please append
1) Patient information sheet
2) Consent form (with vernacular translations)

If NO, provide justification.

Prepared by: Prof. Gagandeep Singh
Reviewed by: Prof. G S Wander
Approved by: Prof. Arvind Malhotra
### Section 6: Performa(s)

6.1 List and append all the Questionnaires, forms, assessment forms, scales, interviews, surveys and diaries etc. that will be used in the project.

<table>
<thead>
<tr>
<th>Sr. no.</th>
<th>Title of questionnaire, survey, scale, data collection form etc. (Do not insert the questions or actual instrument here, append to the end of the submission)</th>
<th>Version</th>
<th>Who will complete or administers the form?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Questionnaires</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Assessment Forms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Scales</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Interviews</td>
<td></td>
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</tr>
<tr>
<td>5.</td>
<td>Surveys</td>
<td></td>
<td></td>
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<tr>
<td>6.</td>
<td>Diaries</td>
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</tbody>
</table>