



Institutional Ethics Committee

Address : Department of Pharmacology
Grant Government Medical College & Sir J.J. Group of Hospitals
Byculla, Mumbai-400 008.
Tel.No. : 2373 55 55 Ext. : 2398 Fax No. : 2373 55 99
IEC Registration No.ECR/382/Inst/MH/2013/RR-19
PAN NO. : AAAG10239J

IEC | Pharm | 282 | Sep | 2024

To

Date:- 13/09/2024

All Post-Graduate

Junior Residents

GGMC & Sir J.J. Group of hospitals,
Mumbai.

Subject: Synopsis Review and Submission timing

Dear Junior Residents,

This is to inform you about the procedure for review and submission of synopsis for the upcoming IEC meeting.

Timing for Review and Submission

1. Synopsis Review:

- Time: 2:00 PM to 4:00 PM

IEC Office Department of Pharmacology

2.Submission Timing:

Time: 10:00 AM to 4:00 PM

IEC Office Department of Pharmacology

During these designated times, you are required to submit your synopsis for preliminary review or bring any corrections for review by the faculty and Post graduate students from Pharmacology Department. Kindly ensure that your synopsis should be in proper formatting before preliminary review. Adhering to these timings is important as it will make the review process smoother, and submission in a timely manner. Prepare the synopsis as per IEC SOP .




Member Secretary, IEC

Member / Secretary
Institutional Ethics Committee
Grant Government Medical College,
Mumbai - 400 008.

Synopsis Submission Procedure.

Notice to All PG Students:

Kindly submit the following documents to the Institutional Ethics Committee (IEC):

1. **One original copy** of your synopsis.
2. **Seven Xerox** of the synopsis.
3. **One Xerox** of your payment receipt along with the original copy.

Ensure that each copy of synopsis should be properly placed in sleeves.

Send the **signed soft copy** of your synopsis to the following:

- **WhatsApp Number:** 8108980332 (Contact: Hitesh).
- **Email:** iecgmc@gmail.com

Also, send the **payment screenshot** and payment details to the same number.

Institutional Ethics Committee

GGMC, Mumbai

MAIL FORMAT

To,

The Chairperson / Member Secretary,
Institutional Ethics Committee (IEC),
Grant Government Medical College & Sir J.J. Group of Hospitals,
Mumbai – 400008.

Respected Sir/Madam,

I, Dr. [Full Name of Postgraduate Student], a postgraduate student from the Department of [Department Name], Grant Government Medical College, hereby submit my synopsis for IEC review and approval.

Please find below the required details:

- **Full Name of PG Student:** Dr. [Full Name]
- **PG Guide Name:** Dr. [Guide's Full Name]
- **Admission Year:** [e.g., 2023–2024]
- **Department:** [e.g., Pharmacology]
- **Title of the Project:** “[Full Title of the Project]”
- **Transaction ID:** [Transaction ID for IEC Fee Payment]
- **Receipt No:** [Official Receipt Number]

Kindly find attached the synopsis and payment receipt for your reference. I request you to acknowledge the submission and do the needful at your earliest convenience.

Thank you for your time and consideration.

Warm regards,

Dr. [Your Full Name]

Postgraduate Student – MS/MD [Subject]

Department of [Department Name]

Grant Government Medical College, Mumbai

Contact No.: [Your Phone Number]

Email ID: [Your Email ID]

Attachments:

1. Synopsis Copy (PDF)
2. IEC Fee Payment Receipt