



केंखा ज पा असं
CIBA

ICAR – Central Institute of Brackishwater Aquaculture
(Indian Council of Agricultural Research)
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Chennai – 600 028

Technical guidelines for conduct of Institutional Animal Ethics Committee (IAEC)

Replace

Reduction



Refinement

Rehabilitation

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I. Introduction

As per the Prevention of Cruelty to Animals (PCA) Act 1960 as amended in 1982 by the Government of India, it is mandatory to prevent infliction of unnecessary pain or suffering on animals. Breeding of and Experiments on Animals (Control and Supervision) Rules, 1998 amended during 2001 (Breeding) and 2006 (Rehabilitation and trade), to regulate the experimentation on animals by ensuring that the animals are not subjected to unnecessary pain or suffering before, during or after the performance of experiments on them. Hence, all research proposals in ICAR-CIBA are carried out only after obtaining the approval of Institutional Animal Ethics Committee (IAEC). Institute has facilities for an aquatic animal health testing and small animal experimentation, well maintained according to Committee for Control and Supervision of Experiments on Animals (CCSEA) guidelines to facilitate scientific experimental studies. IAEC was constituted in 2019 and registered with CCSEA (2081/GO/R/S/19/CPCSEA. Dated: 27/09/2019). It takes care of all aspects of animal care and research in accordance with the latest CCSEA guidelines.

II. Facilities

Animal house facility at ICAR-Central Institute of Brackishwater Aquaculture, Chennai – 600028 is well equipped with the following facilities monitored by CCTV cameras.



Aquatic Animal House Facility



Store room



Fish/shrimp/crab testing facility



Shower



Fish/shrimp/crab testing facility



Quarantine facility



Isolation facility



Small animal house facility



Small animal house facility



Quarantine facility



Sample collection facility



Biowaste disposal

The Animal house facility is dedicated to the housing of different small laboratory animals like fish, shrimp, mice and rabbits for various research projects. Each animal species is housed in separate rooms to prevent inter-species disease transmission and stress from sensory recognition of other species in the vicinity. The terrestrial animals are maintained under controlled environmental conditions - temperature 18-29 °C, relative humidity 30-70%, and 12 hourly light and dark cycles whereas the aquatic animals are maintained at room temperature (28-29 °C), relative humidity (70%) and, 14 hours light and 10 hours dark cycles in noise free (below 85 dB) environment. Water and feed is provided everyday freshly to the terrestrial animals. Cleaning and water exchange is carried out daily for aquatic animals.

III. Veterinary and aquatic animal health care

Animals brought for experimentation are quarantined and acclimatized for 15 days with regular animal health monitoring by microbiological, pathological, and parasitological screening. A dedicated full-time veterinarian is available to provide veterinary care to the animals and carry out daily health inspection and treatment. Veterinarian monitors and performs animal care and management practices, and also performs surgical or experimental procedures including anesthesia and pain management. A veterinary pathologist is available as an IAEC member to conduct post mortem examination of the tested, diseased and/or euthanized animals.

IV. Biosecurity

A high degree of personal hygiene, biosecurity and sanitation is being practiced in the animal house facility. Entry into the animal house facility is permitted only after attaining prior permission in compliance to the regulatory norms. Use of Personal Protective Equipment (PPE) is strictly adhered at all the times. Cleaning and disinfection of animal rooms, corridors, storage spaces and other areas are carried out regularly. Routine cleaning and sterilization of cages, water bottles and bedding are performed. In house feed analysis, water and soil quality parameters are regularly carried out for ensuring maintenance of the standard requirements. The reverse osmosis processed drinking water is provided to small animals, and the same is tested for microbiological contamination on regular basis. Animals are euthanized after completion of experiment and a thorough necropsy is performed as per the IAEC approved experimental design. Similarly, regular medical investigation is carried out for the staff working in the animal house facility to ensure that they are free from zoonosis. Biomedical waste generated from the animal house facility is disposed safely through approved service provider.

V. Functions

The functions of the IAEC are as follows:

1. To review and approve research proposals involving lab animals.
2. To provide suggestions for modification of the proposals wherever necessary.
3. To conduct periodic supervision of Institute's animal facility.
4. To ascertain ethical use of animals and protection of wellbeing of animals during and after research.
5. When research activity is not found in accordance to CCSEA guidelines to help adopt correct measures.

6. To see that all those persons involved in animal care and research are adequately trained to handle the animals.

VI. Standard Operating Procedures (SOP) for IAEC

1. Objectives:

- i. To conduct the experiments by or under the supervision of a person duly qualified.
- ii. To give due care and humanity - anaesthetic to prevent the animals feeling pain.
- iii. To euthanise the animals in serious suffering while still insensible (anaesthetic).
- iv. To avoid animals wherever possible (books, models, films and the like).
- v. To avoid large animals, if possible, to achieve the same with small animals.
- vi. To avoid experiments not for acquiring manual skill.
- vii. To proper care before and after experiments.
- viii. To monitor the record keeping.

2. Functions of IAEC:

- i. To work for achievement of the above objectives.
- ii. To review and approve research proposals involving small animals before the start of the study.
- iii. To forward for approval to CCSEA in prescribed manner with recommendation for experimentation on large animals (higher on the phylogenetic scale than rodents).
- iv. To monitor the research throughout and after completion of the study through periodic reports.
- v. To visit animal house and laboratory where the experiments are conducted and ensure compliance with all regulatory requirements, applicable rules, guidelines and laws.
- vi. Both announced and unannounced visits by duly authorized personnel (only) to inspect the animal house facilities.
- vii. Report the finding to the CCSEA for further action.
- viii. No approval for endangered species.

3. Composition of IAEC (as prescribed by CCSEA)

IAEC shall include eight members as follows.

- i. A biological scientist,

- ii. Two scientists from different biological disciplines,
- iii. A veterinarian involved in the care of animal,
- iv. Scientist in charge of animals facility of the establishment concerned,
- v. A scientist from outside the institute,
- vi. A nonscientific socially aware member,
- vii. A nominee of CCSEA / link nominee.
- viii. Specialist may be co-opted while reviewing projects using hazardous agents - radio-active substance and deadly microbes.

The Chairperson of the committee and Member Secretary would be nominated by the institution from among the eight members. Members against Serial number i-iv will be nominated by the institute and approved by CCSEA where as members v-vii will be nominated by CCSEA, with a provision of a link nominee for CCSEA nominee.

4. Authority under which IAEC is constituted and duration

- i. CCSEA constitutes the IAEC on receipt of first five names (i-iv) in order from the institute.
- ii. A member can be replaced in the event of death or long-term non-availability or for any action not commensurate with the responsibilities laid down in the guidelines deemed unfit for a member.
- iii. A member can tender resignation from the committee with proper reasons to do so.
- iv. All members should maintain absolute confidentiality of all discussions during the meeting and sign a confidentiality form.
- v. Conflict of interest should be declared by members of the IAEC.
- vi. The duration of IAEC is for a period of five years (coterminous with registration) and is required to be reconstituted at the time of renewal of registration and at least half of the members will be replaced. However, changes may be made in deserving cases with the approval of CCSEA.

5. Quorum requirements

- i. Presence of CCSEA nominee, scientist from outside the institute and socially aware member is a must.

- ii. Minimum of six members are required to compose a quorum.
- iii. All decisions to be taken in meetings and not by circulation of project proposals.
- iv. Link nominee can attend in case main nominee conveys his unavailability in writing and should be invited and shall attend at least one meeting in a calendar year.

6. Conduct of business

- i. IAEC meeting will be conducted at least once in six months. When the numbers of the projects are exceeding 40 per year, it should be conducted once in three months.
- ii. Intimation regarding the dates of meeting will be communicated to all the divisions 20 days prior to the scheduled date.
- iii. The copies of the proposals will be sent to the IAEC committee members 15 days prior to the meeting.
- iv. The Chairperson will conduct all meetings of the IAEC. If the Chairperson is not available an alternate Chairperson will be elected from the members by the members present, who will conduct the meeting.
- v. 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 IAEC. He/she is responsible for registration, renewal and amendments in the composition of the IAEC with the approval of the competent authorities.
- vi. Scanned copy of minutes should be uploaded online in the CCSEA website within 15 days of the meeting.
- vii. Approval certificates will be issued to the researchers not later than 15 days of the meeting.
- viii. A minimum of two IAEC meetings per year shall be conducted in physical mode. During which inspections shall be undertaken by the Nominees of CCSEA and the inspection reports should be submitted through the website in a timely manner. Any additional meetings beyond these two may be conducted in hybrid mode, in case of any urgent situation wherein physical meetings cannot be conducted. The reason for conducting online/ hybrid meetings should be well recorded in the

Minutes of IAEC meeting. However, the Minutes should be duly signed by all the IAEC members, without which the Minutes would be considered invalid [No. V-I 101 I (14)/8/2025-CPCSEA-DADF. Dated: 13.07.2026].

- ix. All the institute members shall share the responsibilities for smooth conduct of the IAEC meeting.
- x. In case any noncompliance is observed by the Nominees during the inspection, no research protocols should be considered till the relevant corrections are done by the establishment.

7. Participation by investigators / experts in IAEC

- i. IAEC may call upon subject experts who may provide special review of selected research protocols, if needed. They are required to give their specialized views but do not take part in the decision making process which will be made by the members of the IAEC.
- ii. Investigators whose proposals are to be discussed will be called to present their case to the IAEC, if required.

8. Application Procedures

- i. All proposals should be submitted in the prescribed application form B with power point presentation in the prescribed format, which can be downloaded from the ICAR-CIBA intranet of IAEC.
- ii. Copies of the proposal along with the application and documents in prescribed format duly signed by the Principal Investigator (PI) and Co-investigators / Collaborators should be submitted to IAEC in pdf format.
- iii. No hard copy shall be submitted in eco-friendly manner.
- iv. Application (Form B) shall be submitted for IAEC approval along with new project proposal for external funding, in case any animal experimentation is involved.

9. Review procedures

Each proposal will be carefully reviewed for the following.

- i. The need of the proposed research work based on existing information available.
- ii. The type and the reason for the animal chosen.
- iii. Number of animals required.

- iv. The detailed procedure involved - grouping of animals, handling, feeding, blood withdrawal, anesthetics used and their dose, route of administration of the investigational agents, the dose, duration and monitoring of animals and how the samples will be used.
- v. Institutional Biosafety Committee (IBSC) approval for the works related to genetic engineering and zoonotic pathogens related researches.
- vi. Post study plan - rehabilitation / euthanasia.
- vii. Details of euthanasia.
- viii. Method of disposal of carcass.
- ix. Decisions will be taken by consensus after discussions. Negative view points should be recorded in the minutes. In case consensus is not reached, the case should be referred to CCSEA. Researchers will be invited to offer clarifications if needed. Independent consultants / Experts will be invited to offer their opinion on specific Research proposals if needed. The decisions will be minuted and approval is taken in writing with signature of all the IAEC members present. Procedures for appeal by the researchers are to be clearly defined.

10. Decision-making

- i. Members will discuss the various issues before arriving at a consensus decision.
- ii. A member should withdraw from the meeting during the decision procedure concerning an application where a conflict of interest arises and this should be indicated to the chairperson prior to the review of the application and recorded in the minutes.
- iii. Decisions will be made only in meetings where quorum is complete.
- iv. Only members can take the decision. The experts / investigators / invitees will only offer their opinions.
- v. Decision may be to approve, reject or revise the proposals. Specific suggestions for modifications and reasons for rejection should be given.
- vi. In cases of conditional decisions, clear suggestions for revision and the procedure for having the application re-reviewed should be specified.
- vii. Modified proposals may be reviewed by an expedited review through identified members.

11. Communicating the decision

- i. Decision will be communicated by the Member Secretary in writing.
- ii. Suggestions for modifications, if any, should be sent by IAEC.
- iii. Reasons for rejection should be informed to the researchers.
- iv. The schedule / plan of ongoing review by IAEC should be communicated to the PI.

12. Follow up procedures

- i. Study report should be submitted by PI at prescribed intervals for review.
- ii. Final report should be submitted at the end of study.
- iii. All Serious Adverse Events (SAE's) and the interventions undertaken should be intimated.
- iv. Protocol deviation, if any, should be informed with adequate justifications.
- v. Any amendment to the protocol should be resubmitted to IAEC for renewed approval.
- vi. Any new information related to the study should be communicated
- vii. Premature termination of study should be notified with reasons along with summary of the data obtained so far.
- viii. Change of investigators / site should be informed and approval of IAEC should be taken.

13. Record keeping and Archiving

- i. Curriculum vitae (CV) of all members of IAEC including training programs in animal ethics attended.
- ii. Copy of all study protocols with enclosed documents, progress reports.
- iii. Minutes of all meetings duly signed by the Chairperson and the members.
- iv. Copy of all existing relevant national and international guidelines on animal ethics and laws along with amendments.
- v. Copy of all correspondence with members, researchers and other regulatory bodies.
- vi. Final report of the approved projects.
- vii. Record of Form A (Application for registration), B (Application for permission for animal experiments and check list), C (Record of animals bred / acquired to be

maintained by the establishment), D (Record of animals acquired and experiments performed to be maintained by the investigator), and E (Record of animals sold to be reported on quarterly basis).

- viii. Record of import of animals with species, source, quantity, usage etc.
- ix. Record of all contract research, if conducted at the institute.
- x. Record of rehabilitation of large animals if done.
- xi. All documents should be archived not be less than one year.

14. Updating IAEC members

- i. All relevant new guidelines and amendments to the Rules and Act should be brought to the attention of the members.
- ii. Members should be encouraged to attend national and international training programs / workshops / conferences in research ethics for maintaining quality in ethical review and be aware of the latest developments in this area.
- iii. Establishment shall update and adhere to the latest guidelines issued by the CCSEA.

15. Reporting to CCSEA

- i. IAEC is required to send a copy of minutes of IAEC meeting to CCSEA within 15 days.
- ii. Inspection report of animal house with photographs by IAEC members is required to be uploaded online as and when they visit the animal house facility. If action is required, the facility must provide action taken report (ATR) within 30 days.

VII. Registration

- 1. ICAR-CIBA animal house facility is approved for research on small animals bearing registration number 2081/GO/R/S/19/CCSEA.
- 2. IAEC of ICAR-CIBA composition is valid up to 24.09.2029.

VIII. Significant achievements (2019-2026)

- 1. Number of IAEC meetings held up to August 2026 – 13.
- 2. Number of research protocols approved up to June 2021 – 142.
- 3. Number of animals approved for experimentation - 100453 animals including 46850 fish, 51088 shrimps, 2486 crabs, 10 rabbits and 19 mice.

4. Number of research papers published is increased from 40 during 2015 to 68 during 2025 with average NAAS impact factor per research paper is enhanced from 5.9 to 8.0.

IX. IAEC composition (2024-2029)

S. No.	Name	Designation in Institutional Animal Ethics Committee (IAEC)
1.	Dr. M. S. Shekhar , Principal Scientist & HoD, ICAR-CIBA, Chennai - 600 028.	Scientist from different biological discipline (Chairperson)
2.	Dr. S. Vairamuthu , Professor & Head (Rtd.), CCL, MVC, TANUVAS, Chennai – 600 007, Tamil Nadu.	Main Nominee
3.	Dr. N. Pazhanivel , Former Director, Center for Animal Health Studies, TANUVAS, Chennai – 600 007, Tamil Nadu.	Link Nominee
4.	Shri. Ravichandran. M , Kemin Industries, SIPCOT Industrial Estate, Anthoni Pillai Nagar, Gummidipoondi – 601 201, Tamil Nadu.	Scientist from outside of the Institute
5.	Dr. B. R. Senthilkumar , Assistant Professor, National Institute of Siddha, Tambaram Sanatorium, Chennai – 600 047, Tamil Nadu.	Socially aware Nominee
6.	Dr. T. Bhuvaneswari , Senior Scientist, ICAR-CIBA, Chennai - 600 028, Tamil Nadu.	Veterinarian
7.	Dr. N. Lalitha , Senior Scientist, ICAR-CIBA, Chennai - 600 028, Tamil Nadu.	Biological Scientist
8.	Dr. K. P. Sandeep , Senior Scientist, ICAR-CIBA, Chennai - 600 028, Tamil Nadu.	Scientist from different biological discipline
9.	Dr. R. Ananda Raja , Principal Scientist, ICAR-CIBA, Chennai - 600 028.	Scientist In charge of Animal House Facility and Member Secretary
