



SRI BALAJI VIDYAPEETH

(ACCREDITED WITH 'A' GRADE IN THE FIRST CYCLE BY NAAC)

Pillaiyarkuppam, Pondicherry - 607 402

SBV POLICY ON CODE OF ETHICS FOR RESEARCH 2019

Revised Edition of 2017

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Document Revision History

Date	Edition Number	Brief Description of change	Change Request Number
27-05-2017	Original	<ul style="list-style-type: none"> • Changes made in reporting and review of research misconduct and allegations section: Action taken on misconduct of research being established is elaborated • Additions made <ul style="list-style-type: none"> Definitions Guidelines for avoiding Plagiarism 	<p>SBV-COE-PL- 2017, Page No: 6, 7</p> <p>SBV-COE-PL-ORG/2017, Page No: 5 Page: 9.</p>

TITLE AND APPLICABILITY: SBV POLICY ON CODE OF ETHICS FOR RESEARCH - 2019

The Policy on code of ethics for research has been framed to strictly adhere to the principles of research ethics that would culminate in quality publications in indexed, peer reviewed and high impact factor journals, besides the activities related to intellectual property that would include copyrights and patents.

1. PREAMBLE

The quality and credibility of research is dependent on the integrity of the researchers who have a significant social responsibility governed by standards prescribed for their professions and by their institutions. **Responsible Conduct of Research involves components such as planning and conducting research, reviewing and reporting research, responsible authorship and publication of the research work.** The research team should maintain highest standards to uphold the fundamental values of research such as autonomy, beneficence, non –maleficence and justice, in order to safeguard the dignity, rights, safety and well-being of research participants and for maintaining the research integrity.

2. PURPOSE

To ensure highest professional and ethical standards for biomedical and health research at all stages right from its inception, honesty in conduct of research, obtaining relevant approvals, efficiency, judicious use of resources, ensuring accountability, transparency, declaration and management of Conflict of Interest (COI), justice, reliable data collection, handling, interpretation, integrity in analysis, reporting, publication and translation for the benefit of population. Research must abide by ICMR national ethical guidelines .

3. SCOPE

This applies to any research project (UG/PG/M.Phil./Ph.D or any other) undertaken in all constituent colleges/centres of SBV university. It provides a roadmap to overcome/eliminate any sort of misconduct which may happen at any stage of research and improve the quality for better outcomes.

4. DEFINITIONS

- **Accountability:** The obligation to account for activities, accept responsibility and disclose results in a transparent manner.
- **Fabrication:** The intentional act of making-up data or results and recording or reporting them.
- **Falsification:** Manipulating research materials, equipment or processes, or changing or omitting/ suppressing data or results without scientific or statistical justification or inaccurate representation.
- **Plagiarism:** The “wrongful appropriation” and “stealing and publication” of another paper or another author’s “language, thoughts, ideas, or expressions” and the representation of them as one’s own original work or duplicating one’s own publication. World Association of Medical Editors (WAME) identifies plagiarism as a condition where six consecutive words are copied or seven to eleven words are overlapping set of 30 letters.
- **Professional competence:** The broad professional knowledge, attitude and skills required in order to work in a specialized area or profession.
- **Research document:** Any research manuscript, research paper, conference paper, oral presentation, case studies, abstract, monographs, books, dissemination report, scientific articles, magazines, newspaper or any other scientific document (such as Ph.D/MD/M.Sc Dissertation/ thesis or any other) that is to be disseminated outside the institute.
- **Research integrity:** An active adherence to the ethical principles and professional standards essential for the responsible conduct of research.
- **Research misconduct:** Fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results.
- **Transparency:** An intentional openness, communication and accountability operating in such a way that it is easy for others to see what actions are performed.
- **Lead Investigator:** The scientist/researcher who is in charge of a research document; usually prepares and carries out the research, sometimes analyses the data and reports

the results of the work done. Lead investigator may not be PI but who takes responsibility/authority/lead for the publication/dissemination.

- Image/Digital Manipulation: It is the process of alterations, enhancements, transforming, misrepresenting images or photographs by using softwares/ airbrushing/ tools or techniques/ digital tools for editing/duplication etc.

5. RESPONSIBILITY

All stakeholders involved in the conduct, review or reporting of research such as researchers, institutions, scientific review committees and ethics committees must ensure research integrity and quality thereby upholding the reputation, trust of research participants and meaningful translation of research findings for public health benefits while ensuring judicious use of resources

6. FRAMEWORK

6.1 The Institute Human Ethics Committee, Institutional Animal Ethics

Committee and other committees involved in approving a research proposal should ensure responsible conduct of research in SBV.

6.2 Member secretary of above Committees of the respective constituent college of SBV, with the consensus of Chairperson/deputy chairperson and other members of IHEC will monitor research projects for a) participant enrolment b) Serious adverse effects if any c) progress report of the project annually d) study termination and e) Study completion

7. RESPONSIBLE CONDUCT OF RESEARCH

7.1 All biomedical and health research must follow ICMR National Ethical Guidelines and maintain research integrity in the conduct of research while ensuring safety of research participants. Other applicable guidelines and regulations must also be followed and required approvals be obtained before initiating research, such as Institutional Human Ethics Committee (IHEC), Institutional Animal Ethics Committee (IAEC), Institutional Committee for Stem Cell Research (IC-SCR), Institutional Biosafety Committee (IBSC) etc.

7.2 Researcher/s should obtain approval of Institutional research committee and Ethics committee as per norms and declare COI, if any. Registration with Clinical Trial Registry-India (CTRI) is mandatory for clinical trials but desirable for other types of research to maintain transparency and accountability.

7.3 Research should be undertaken by persons who are competent with qualifications, having relevant experience/training to collect reliable data, undertake accurate analysis, interpretation and publication.

7.4. Research should undergo peer review in a time bound manner following principles of fairness, honesty and maintaining confidentiality and undertaken by competent reviewers.

7.5. Researchers should be sensitive to societal and cultural values, engage and improve public trust, undertake meaningful research, be accountable to outcomes and take needful steps to protect participants from harm or risks.

7.6. Mentors should lead by example and devote sufficient time to guide and ensure that their trainees (Research Fellows, Associates, Post-doctoral Researchers, students and others) conduct research honestly.

7.7. All raw data should be available and securely kept by the lead investigator that could be presented later (if needed).

7.8 There should be due considerations for data collection and ownership, plan for publication, translation of outcomes and preservation of data for at least 3-5 years after study completion as it may be needed to confirm research findings, establish priority or be re-analysed by other researchers or for monitoring by sponsors or regulators. Present requirement is to maintain research records for 3 years in case of biomedical and health research and 5 years for clinical trials as per regulatory requirements.

7.9 For collaborative research there may be requirement for having appropriate memorandums of understanding (MoU) and material transfer agreements (MTA) in place.

8. REPORTING AND PUBLICATION

8.1. Completed research irrespective of results must be published and shared on public databases such as CTRI, institute websites or other available relevant platforms.

8.2. Plagiarism or any form of research misconduct is unethical, and this includes self-plagiarism, fabrication, falsification, manipulation of data or images/digital image/use of unreliable or duplicate images, exaggeration on part of results and interpretation, use of wrong statistical tools, gift/ghost authorship etc. Researcher must ensure authenticity of research results before publishing or disseminating information out of the Institution.

8.3 The researcher in case of possible patentability of the research outcome, should consult IPR MIPTECH Unit SBV , before publication, if applicable.

7.4 The research documents with acceptable level of plagiarism (<10%) or without identified misconduct shall be approved for forwarded for publication/dissemination

9. REPORTING AND REVIEW OF RESEARCH MISCONDUCT AND ALLEGATIONS

9.1 The allegations regarding research misconduct can be reported directly to Member secretary of respective college of SBV. Complainant can reveal her/his details or can request to anonymise identity but provide description of misconduct along with supporting documents.

9.2 The member secretary will inform the IHEC members of the issue and a copy will be forwarded to the respondent who will be given an opportunity to provide explanation within a limited time period (15 days).

9.3 On identifying major protocol deviation / lapse of IHEC approval timeline, the member secretary of IHEC of respective constituent college of SBV, after consensus from chairperson and other members of IHEC, will notify the same to the concerned Head of Institute. The Head of the institute will forward the same to University research monitoring committee.

9.4 The SBV research monitoring committee, headed by Vice chancellor consisting of Dean research, SBV and Heads of institutes of constituent colleges of SBV, will institute disciplinary action ranging from verbal warning to cancellation of approval/barring PI from further studies/ and or reporting to regulatory trials

9.5 The IHEC will be given access to inspect any reports, data, manuscripts or any other material considered relevant to the inquiry.

10. SENSITIZATION AND TRAINING

10.1. Needful trainings/workshops should be held periodically for newly recruited/appointed scientific/ research/technical staff as an orientation and induction practice to create awareness towards research integrity. Continued education and training is also necessary to keep researchers apprised of contemporary issues related to research integrity and publication ethics.

10.2. The Dean Research and Heads of Institute would facilitate initiatives to organise training programs on regular basis for bringing awareness and updating the skills/knowledge of the researchers regarding the research integrity.

11. GUIDELINES FOR AVOIDING PLAGIARISM

- “Acknowledgment” is the ethically right manner of crediting someone else’s work. In case of verbatim text is being taken from another source, it must be enclosed in quotation marks and by providing citation to indicate its origin.
- Upon utilisation of someone else’s work, the essence of the work must be reframed in her/his own words in a summarised version by providing appropriate citation.
- Manipulating references is considered malpractice and is unacceptable. References used in a paper should only be those that are directly related to its contents and in a required style.

Types of Plagiarism:

- Direct Plagiarism: This includes the complete or partial direct copying or word by word copying of a someone’s work without acknowledging the original author.
- Self-Plagiarism: A situation where the person duplicates his previous works or sentences used in a new project or new publications. This is also considered an unethical practice in case of publication in journals
- Mosaic Plagiarism: Copying of idea and general structure of the concept of someone by changing the phrases and words like using synonyms and without quoting.
- Accidental Plagiarism: When the author neglects or forget to cite the original source or refer to a wrong source or unintentionally paraphrases someone’s idea by using similar words, groups of words, and/or sentence structure without attribution.
- Redundant publications ('salami' publications): This refers to publishing many very similar manuscripts/reports based on the same experiments and same work design.

12. INVOLVEMENT OF MEDIA, IF ANY

Nil

13 INVOLVEMENTS, IF ANY OF MAJOR FINANCIAL IMPLICATIONS CONCERNING EXTERNAL AGENCIES

Nil

14 EXCEPTIONS, IF ANY

Not applicable

15 ANY OTHER PERTINENT DETAILS


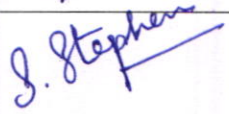
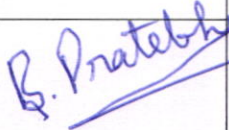
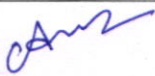
Not applicable

16 ENQUIRIES


All enquiries, in confidence, should be addressed to the legal officer with a copy marked to the Registrar

17 APPELLATE AUTHORITY

For all difficulties pertaining to this policy, the power to remove difficulties rests with the Vice Chancellor.

Sl.No	Role	Name	Designation	Signature
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Approved by: Prof. Subhash Chandra Parija, Vice Chancellor, SBV:


S.C. Parija