

Sarojini Naidu Government Girls' Postgraduate Autonomous College, Bhopal

Research Ethics Committee

Policy document

Introduction to research ethics and misconducts

Research ethics

Research ethics provide guidelines for carrying out research responsibly. To educate and monitor research personnel involved in research in an institute to ensure a high ethical standard is also part of the research ethics (source: U.S. National Institute of Environmental Health Sciences). To accomplish this, some very basic principles which must need to be followed are as below-

Honesty- This includes reporting true research data, results, methods and procedures and avoiding falsification, fabrication and misrepresenting.

Objectivity- This involves non-indulgence in presenting biased data analysis, experimental design, data interpretation, grant writing, expert testimony, and other aspects of research.

Integrity- This includes sticking to promises and agreements and showing consistency of thought and action.

Carefulness- This involves sincerity and care in examining own work and the work of your peers. Record keeping of all research activities is also its part.

Open mindedness- This means ready to share data, results, ideas, tools, and resources with global fraternity and remain open to criticism and new ideas.

Respect for Intellectual Property right (IPR)- This includes respecting patents, copyrights, and other forms of intellectual property, non-indulgence in using other's unpublished data, methods, or results without permission or using other's published data without giving credit or plagiarism.

Confidentiality- Protect confidential communications, such as papers or grants submitted for publication, personnel records, trade or military secrets, and patient records.

Responsible Publication- This includes publication of reproducible data, and avoiding duplicate publication.

Responsible Mentoring- Regular advising, educating, and mentoring the students for manifestation of their full potential and their career growth are included in this.

Respect for Colleagues- This includes respecting the colleagues and treating them fairly.

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Social Responsibility- This includes promotion of social welfare, rather than any social harm through research.

Non-Discrimination- This includes non-discrimination against colleagues or students based on sex, race, ethnicity, or other factors.

Competence- This includes self-maintenance, self-progress and self-improvement professionally and technically.

Legality- It implies keenness to obey relevant laws and institutional and governmental policies.

Animal Care- It implies respect and kindness to the animals while using them in research. It does imply avoidance of unnecessary and without relevant permission use of animals.

Human Subjects Protection- It states that the use of human subjects in research needs care to ensure minimum harms and risks and maximum benefits, and respect human dignity, privacy, and autonomy.

Environment and biodiversity care- It implies that the research activity of the institute in no way results in harming to environment or biodiversity.

Research misconducts

Research misconduct is the second face of research ethics and hence to be defined in terms of its essential components (Sources The Office of Research Integrity, U.S. Department of Health & Human Services) such as-

- (a) Fabrication – means fabrication of data or results and recording or reporting them.
- (b) Falsification – means manipulation of research materials, or changing or omitting data or results partially or fully to its inappropriate or inaccurate presentation.
- (c) Plagiarism - the usurping of other's ideas, processes, results, or words without giving appropriate credit.


Ensuring research conduct

The college seeks to ensure the above mentioned good practices and avoid ill-practices by entrusting certain roles to the institute and its various components and setting standards to be followed by different entities (subjects).

Role of college

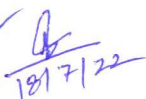
The college's responsibility includes-

1. Formulation of research governance rules and procedure framework;
2. Informing ethical principles, practices, and relevant rules and laws;


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3. Facilitating organization of workshops for research scholars to upgrade research and communication skill required for their career growth;
4. Providing suitable infrastructure, resources, support, and related services;
5. Providing robust management systems to ensure compliance with set guidelines, resolution of disputes, prevention of misconduct, and grievance redressal.

Role of IQAC

1. Making aware about ethical guidelines to every entity;
2. Conduction of workshops to update on ethical guidelines;
3. Explore an act of research misconduct committed anywhere in the college premises.

Role of ethical committee

4. Formulation of guidelines to set high ethical standards in research activity;
5. Interpretation of guidelines if come in question;
6. Monitoring the adherence of these ethical standards;
7. Updating the guidelines as and when required;
8. Report to the principal about the adherence/violation of guidelines by any of the entities.

Role of Research advisory committee





1. Advising on strengthening of research ethical guidelines;
2. Recommend updation on ethical guidelines;
3. Advising execution of research ethical guidelines.

Ethical guidelines

Academic departments

The academic departments are expected to follow and uphold code of ethics and conduct for research scholars training programs such as research methodology, equipment use, data management, data protection, and publication. The academic departments shall encourage the use of licensed software and research resources and inspire personnel for accurate recordkeeping. The academic departments shall cooperate among themselves and open their research facilities for the researchers of other departments as well.

Hazardous materials


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All research work involving toxic substances or pathogenic organism or animals must be reported to ethical committee before proceeding to work. A proper written record must be kept of all such experiments. Also, information about proper training and competency of the research mentors must be given under whom guidance such works are being carried out. All hazardous wastes arising out of such works must be kept in designated bag (properly labeled) and must also be informed to the cleaning staff. All pathogenic/ opportunistic athogenic organisms must be neutralized or autoclaved before disposing. Cleaning staff must also be trained in proper handling of such wastes.

Ensuring biosafety

The guidelines issued by Department of Biotechnology, Ministry of Science and Technology, Government of India would be the guiding principles in ensuring biosafety. The college has the provision to ensure handling BSL-1 and BSL-2 level organisms. The college does not provide the required safety level to handle BSL-3 and above organisms.

This is also the responsibility of the academic departments who do practical / research works involving BSL-1 and BSL-2 organisms to observe required safety measures. Training of the students who are going to be exposed to such organisms must be ensured in the beginning of the session.

Biodiversity law

Use of biological materials for research purpose must be informed formally to the State Biodiversity Board. Before submission for patenting involving biological materials, permission must be sought from the National Biodiversity Board in the form of signed agreement with the Board for benefit sharing.

Research supervisors

Research supervisors are expected to create a conducive environment for sound research to attract research scholars. They should facilitate research activities by assuring integrity and sound governance and ethical practice, and upholding the act of honesty, co-operation, and professionalism. They should also ready to provide required training to improve research results, data analysis and sound publication. They should also maintain professional and cooperative relationship among themselves to provide help and support one another and one another's students.

Research project

Project funding is matter of pride for researchers. As a project investigator one must be careful about the terms and conditions of the funding agreement. A strict compliance with the term and conditions of the funding agency is the prime duty of the investigator. He/she must spend the grand as per the sanction latter and any re-appropriation must be avoided unless permitted by the






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funding agency. He/she has to comply the purchase rules and procedure while procuring any item, and every purchase must be in black and white with proper justification. Strict transparency has to be maintained in hiring project staff.

Intellectual property rights

The college encourages the researchers utilize their intellectual property rights (IPR). IPR is the product of innovation, creativity, and intellectual capability. These researcher qualities are resulted into copyrights, patents, trademarks, and trade secrets. The college is committed to safeguard the intellectual products of the researchers. The college encourages researchers to proceed for patenting of their innovation and creativity.

Research scholars

The research scholars are to be oriented by the mentors and concerned department for an ethical conducts. Specifically they are expected to be dedicated and sincere in the work culture. They should manage their time in productive work such as designing experiments, carrying out experiments, recording data, interpreting data, discussion among themselves and with their mentors, presentation of work, participation in seminar etc and engaging few classes to gain teaching experience. They should be honest and truthful about one's self, one's work, and in acknowledging the work of others. They must obey ethical guidelines of the institute, follow ethical standard in recording, analyzing and presenting data. They should be open minded in sharing data with other research scholars and public. They must exhibit respect for other scholars, staff, and faculty and care for the environment. They must be fair, and trustworthy. They must uphold responsible research and academic integrity and keen to obey IPR, institutional rules and law of the land.

The college is all set to offer academic freedom to all researchers to pursue knowledge and conduct advanced research without unreasonable interference or restriction from any quarters, or public pressure. A researcher admitted to the college enjoys utmost freedom to inquire into the subject of study, to present research findings, to publish data and conclusions without control or censorship, in the manner, it is considered professionally appropriate subject to adherence to set ethical guidelines of the college and law of the land.


Research misconduct

Misconduct in academic research or non-adherence to guidelines by any of the subjects will be brought to the notice of the principal. An enquiry may be instituted into the misconduct. Based on the report of enquiry committee, the principle may take action as may be deemed appropriate which may include temporary suspension to termination of the admission in case of students. Conveying the report to the higher authority in extreme case in case of the teachers may be possible. It must be noted that an honest error or differences of opinion may not be treated as misconduct.

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