RESEARCH & CONSULTANCY CELL

Ethics and Code of Conduct Policy

INDEX

1.0 Preamble:

The Internal Ethics Committee will take a pivotal role in guiding the institution on the establishment, implementation, and revision of institutional processes and guidelines relating to ethical concerns emerging from teaching, research, and other related institutional activities. Surana Educational Institutions (SEI) provides detailed guidelines to learn about the basic principles and standards of ethics, in which all researchers, teachers and students must follow in all their research deliverables, as a mandatory norm. These instructions which follows good judgement and basic knowledge in research, and the approval is granted on a particular context basis following thorough consideration and discussion by the members of each committee, including the Institutional ethical committee. As a result, the integrity of the research conducted at this institutions by its researchers is reflected based on ethical standards. The purpose of this committee is to promote the research and extended activities in an appropriate ethical manner. By implementing, it aims to promise that all researchers and teachers are aware of moral concerns by conducting research related things. SEI understands each and all researchers, teachers and student community who are well experienced about their respective specialization. The main intention about this policy statement is that the institute should provide a good platform to all researchers in exercising their work.

2.0 Scope and Purpose:

This policy on research ethics and code of conduct, will form an integral part of the Code, applies to all teachers, researchers and students at the institution level and are required to adhere to the said policy. This policy will serve on the following highlighted points:

1. To give advice at institutional level for improving the institutional policies and other related ethical issues which arises from research, teaching, and other related activities.
2. To advice researchers for the proper improvement, publication and review of standards to be used for supporting research sponsorship.
3. To promote and encourage best practices within the institution level in respect to the management ethical issues.
4. To create awareness on research related ethical requirements based on the policy level.

5. To develop a panel which will be raised or acted upon the ethical committee which is required for research proposals.

6. To accept the terms of reference and membership of any research ethics committees within a faculty to assess the ethical implications of low-risk projects in specified subject areas, as well as to monitor them as needed.

7. To develop and implement ethical guidelines (SOPs) across all the Surana campuses.

8. To Educate professional, academicians, students and support all the staff members about ethical issues.

In diligence of maintaining and promoting SURANA College Autonomous reputation for excellence and integrity, the Research Board has promulgated this Ethics and Code of Conduct, which sets forth the general principles and expect every faculty / scholar of the Institution –every full time, part-time, faculty members, officers, trustees and advisory board members – to adhere. With regard to ethical conduct, those acting on behalf of the Institution should practice:

a. Honesty	Truthfulness and responsible conduct underlining the high integrity of research proposals. Honestly communicate all scientific data and information. Report data, results, methods and procedures and publications status. Demonstrate intellectual and moral honesty in proposing, conducting and reporting research. Do not fabricate / manipulate, falsify or misrepresent data. Not to deceive your colleagues, institute, funding agencies or the society in large.
b. Objectivity	Endeavor to avoid bias in experimental design, data analysis, data interpretation, peer review process, personnel decisions, grant writing, expert testimony, and other aspects associated with research activities.
c. Precision	Avoid careless errors, discrepancies and negligence, carefully and critically examine your own work and the work of your peers. Maintain good records of research activities viz., data collection process, research design and correspondence with funding agencies or communication with journal or publisher. Faculties also need to meet their ethical obligations once their research is published.
d. Academic Integrity	Keep up the promises and agreements, act with sincerity; strive for consistency of thought and action.
e. Openness	Share data, results, ideas, tools and resources. Open to criticism (real-time) and new ideas.

f. Respect for Intellectual Property	Honour patents, copyrights, and other forms of intellectual property. Do not use unpublished data, methods or results with prior permission of the authors. Give proper credit through citing relevant reference. Institution has zero tolerance towards plagiarism either faculties or students.
g. Confidentiality	Protect confidential of all data and information collected through different sources.

3.0 Constitution of Internal Ethical Committee (IEC):

Chairperson / Head of the Institution	Dr. D N S Kumar
Member secretary	Dr. Vanishree M.R.
Two faculty members (with doctorate)	Dr. Pooja R and Dr. Satheesh Kumar
Academic members with subject expertise	Dr. Sumaiya Tabassum, Dr.B.G. Lakshmi, Dr. Balaji K, Dr. Naveen Kumar, Dr. Bhanu B S, Dr. Ramesh Kumar K

Note: The nomination for faculty members and subject expertise will be on rotation basis for every 2 years based on their contribution towards upliftment of ethics in research & extended activities.

3.1 Roles and Responsibility of IEC:

1. The initial responsibility is to protect legal rights, safety and confidentiality of all research related deliverables.
2. To review and evaluate submitted research proposals.
3. To focus on project timeline, reports, and updated activities.
4. To maintain confidentiality among the documents which are related to research.
5. To declare conflict of interest, if any and document the same.
6. To encourage, deliberate and participate in research related activities.
7. To provide training related to documentation as requisite format.
8. To submit the requisite report annually to the Senior Research Advisory Board.
9. To deliver information related to research ethics cell.
10. To provide guidance to all teachers and researchers regarding ethical committee.
11. Follow ups to be done for the submitted proposals or papers.
12. Ongoing reviews of the approved experiments and trials.

3.2 Community included under Ethical Norms:

1. Faculty Research: Research among faculty members (Internally vs Externally)
2. Doctorate Research: Individual Research for doctorate degree.
3. Post Graduate Research: Research within post graduate students itself (all combination subjects).
4. Undergraduate Research; Research within under graduate students itself (all combination subjects).
5. Administrative Research: Research pursuing on academics and along with academic staff members.

4.0 Guidelines for Surana Research Community:

a. Researcher Responsibility

Maintaining high ethical standards when performing the research is essential to uphold the scientific reputation with both the scientific research community and in the form of general. This covers fundamental rules for ownership, authorship, sharing of research data and findings, result analysis, acknowledgments, citation, and refraining from misbehaviour.

b. Exchange of Research Findings

Every researcher is required to disclose and publish their research findings. A way to showcase research results globally and improve the quality of research outputs is to publish or patent for the new discoveries or models.

c. Informed consent

Informed consent is widely acknowledged as the keystone of ethical practise in research involvng human subjects or personal data. It requires clearly by explaining to participants about the study objectives, the terms of their participation, and the long-term storage and use of their data. The informed consent procedure should emphasise that participation is optional and may be discontinued at any time during the research. Researchers who intend to use just verbal consent must explain why written consent is inappropriate for the study. It will be important to obtain consent from participants at various points throughout the study when it involves more than a single research interaction.

d. Confidentiality

Until permission is obtained from the researchers, the confidentiality of the participants should be protected when communicating study findings. Throughout the entire study endeavor, researchers are required to maintain the participant's identity and data's confidentiality.

e. Qualitative of Publication:

It is significant to ethically improve quality of all research publications and simultaneously prevent any academic misconduct, including plagiarism. Serious concerns will be raised over years now, especially with increasing trend for publishing high quality research papers in international journals, predatory journals following the debacle of the "fabrication, falsification and plagiarism' crisis.

f. Misbehavior or Misconduct in research works:

Misbehavior includes Plagiarism, misrepresentation, minimization of risk of harm to the subject, fabrication of data, Conflict of interest and intellectual theft. Furthermore, it is unethical to reveal the research findings to the media, before applying for publication process, the results of a manuscript that has been accepted. Strict actions will be taken against any such events which probe against institutions vision and mission.

5.0 Ethical clearance for External Funded Project and Grants:

1. The ethical committee should review the research proposals before submitting and later should monitor or follow ups with the compliance of the ethics during the period of project.
2. Applications for ethical clearance are sent through email and it has been reviewed within five working dates from the date of submission. If the researcher or teachers failed to submit, the action will be taken on.
3. Researchers or students or teachers who work against on human rights should take the permission letter from the ethical committee.
4. Researchers who work on surveys or case studies should follow some of the guidelines as per ethical committee.

5.1 Review Process by Ethical Committee:

5. Periodic Review: Within the period of 6 months to 1 year based on SOPs.
6. Continuing Review: Submitted proposals, follow ups, new proposals, approved project proposals or any other related documents.
7. In term review: self-declaration of the researchers instead of waiting for the decision.
8. Executive review: review research publications and proposal submitted year-on-year.

6.0 Violations of this policy, but not limited to:

Plagiarism means the use of material, ideas, figures, code or data as one's own, without appropriately acknowledging the original source. This may involve submission of material verbatim or paraphrased, that is authored by another person or published earlier by oneself.

Examples of plagiarism include:

a. Reproducing, in whole or part, text/sentences from a report, book, thesis, publication or the internet sources.
b. Reproducing one's own previously published data, illustrations, figures, images or someone else's data etc.,
c. Taking material from materials from the internet graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs or any other non-textual materials from other sources into one's reports, presentations, manuscripts, research papers or thesis with proper acknowledge or citations.
d. Self-plagiarism which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings with appropriate citations.
e. Submitting a purchased or downloaded term paper or other materials to satisfy a research report requirement.
f. Paraphrasing or changing an author's words or style without citation.

7.0 Skill Development and Training sessions

Institution is dedicated to upholding and promoting ethical research conduct among researchers and teachers by offering training to enable them to identify potential risks and by increasing awareness of the Institution policies and principles. This requires that those conducting

research involving human participants and personal data, as well as those in charge of its ethical evaluation, must and should receive the training through workshops/webinars and seminars to keep their skills and knowledge up to date.

8.0 Good Academic Research Practices:

Responsible conduct of research, and safeguarding ethics and academic integrity in scientific and social science research is extremely crucial for HEI. Compromised publication ethics and deteriorating academic integrity are containment all domains of research. As an Institutional Level Policy, SEI will accept < 10% plagiarism on all research publication work carried over by its teachers, researchers, and students. Unethical, deceptive practices in publishing have led to an increased number of predatory journals. Any attempt of compromised academic or research integrity will be challenged, questioned, and de-recognized at all levels. All the requisite efforts will be enforced on reducing a leading unethical practice among research community 'pay and publish trash' culture across its Surana research community.

a. Use proper methodology for experiments and computational works. Accurately describe and compile research related data.

b. Carefully record and save primary and secondary data viz., original pictures, instrument data, readouts, laboratory notebooks, and computer folders. There should be minimal digital manipulation of images/photos; the original version should be saved for later scrutiny, if required, and the changes made should be clearly described.

c. Develop robust reproducibility and statistical analysis of experiments and simulations. Note: It is important to be truthful about the data and not to omit some data points to make an impressive figure.

d. Write clearly in your own words. It is necessary to resist the temptation for 'copy and paste' from the internet and other sources for manuscripts, research related any documents.

e. Give due credit to earlier reports, methods, programs etc., with appropriate citations. Material taken from your own published work should also be cited; as mentioned above, it will be considered as self-plagiarism otherwise.

9.0 Expected Outcomes:

1. The constitution of ethics and code of conduct committee, professional ethics following the institution ordinances and guidelines regarding maintenance of discipline on the campuses. Human rights, institutional value and other support services.

2. The Surana College (Autonomous) has institutionalized mechanisms to sensitize all its stakeholders regarding professional ethics, human values, gender equity and environment sustainability through its interdisciplinary approaches and various academic and extracurricular activities.

3. The Institute is committed for providing a liberal and nurturing environment to its teaching and student community. The institution is known for imparting education that produces sensitive, caring and engaged citizens with strong sense of social responsibility and deep-rooted humanism.

10.0 AMENDMENTS

This policy will be reviewed periodically to rectify anomalies, if any, and to incorporate timely feedback received from the stakeholders, submit impact analysis reports and deliberations of discussion constituted by the Managing Trustee.