



**GOVERNMENT AUTONOMOUS GIRLS POST GRADUATE COLLEGE OF EXCELLENCE
SAGAR (M.P.)**

RESEARCH AND ETHICS POLICY

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RESEARCH AND ETHICS POLICY

In order to foster a culture of responsible and high-quality research in the academic and research community, the onus is also on the HEI to maintain quality standards as well as research integrity. Research quality, benefits, and integrity are highly interdependent. Therefore, it is of utmost importance that the research community pursues novel, significant, and relevant research for the advancement of scientific research and betterment of society. As an Institutional approach, to nurture a research culture on the foundation of honesty and integrity and follow the recommendations of University Grants Commission (UGC), we have drafted this policy.

I. PREAMBLE

This policy document is recognized as the “Research and Ethics Policy” of the Government Autonomous Girls Post Graduate College of Excellence, Sagar (MP). Research as well as research ethics plays a vital role in the growth, sustainability and academic excellence of an educational institution. It has now become the core activity integrated with learning, teaching and knowledge transfer in colleges. Initial research work conducted in this institute was based on ‘disciplinary approaches’ i.e. isolation. Later on, multidisciplinary approaches were observed in research. Another trend in some research work was ‘cross disciplinary’. Recently, interdisciplinary approaches are employed with an interrogative approach. This type of research results in multilevel and large-scale approach i.e., involving innovation system. This transdisciplinary approach includes understanding based on ‘across’ and ‘among’ disciplines leading towards sustainable research activities in science.

The present research and ethics policy is drafted with a view to give fresh impetus to research activities in Government Autonomous Girls Post Graduate College of Excellence, Sagar (MP). It is an attempt to motivate staff and students towards research by making them aware of its implications both in terms of individual as well as collective advancement of

human civilization. One of the major objectives of the policy is to promote green research. The policy envisions a research ambience on the campus that facilitates high quality research. A sincere implementation of this policy will strengthen the base of research in the college. Our peers who are already engaged in research will also find this document useful for their own purposes. For the younger generation it will be a source of inspiration for novel ideas, innovative practices and scientific research. It may also help open new vistas of employment for them to the places, where research is of strategic importance.

II. AIM

The research and ethics policy aims to fulfill the vision and mission of the college by promoting research culture and scientific temper among faculty and students

III. SCOPE

The scope of research and ethics policy shall be applicable to all the activities related to research. The updation of research policy and its implementation will be performed by research committee of the college which consists of senior professor of different discipline and external experts.

The research and ethics committee advises and assists in matters related to research activities in the college.

A. RESEARCH POLICY

1) Objectives of the Research Policy

- To **create research fund** for conducting research activities and projects of faculty members and students.
- To guide the researchers to **publish their research work in peer reviewed journals**.
- To develop a **Central Instrumentation Laboratory Facility** with sophisticated instruments in the college for promoting research.
- To **encourage collaboration** with reputed institutes and industries to create opportunities for faculty and students for knowledge transfer and to obtain research projects & sponsorship.
- To provide a platform to **encourage interdisciplinary research** and joint research projects.
- To create awareness among researchers to get **research funding opportunities from different organizations**.
- To urge departments of the college to become **research centers**.

2) Committee

A committee is constituted for the effective implementation of research and ethics policy, which is as follows :

1. **Chairman** : Principal
2. **Members** : Senior Faculty Members (Three or Four)
3. **External Members** : External Member (One or Two)

3) Expected Outcomes of Research Policy

The college has set up a Research and ethics Committee which consists of senior Professors from various disciplines and external experts. The Committee shall take necessary actions for effective and quality research in the college.

Policy shall be implemented with following outcomes:

- a) To create a conducive research environment by providing infrastructure to departments recognized as research centers
- b) To encourage faculty to apply for major and minor research projects from different funding agencies.
- c) To organize seminars, conferences and workshop to develop research skills among faculty and students.
- d) To collaborate with other institutes to promote research work for faculty and students.
- e) Showcasing the research work done by faculty and students through its journal 'Research Times'.
- f) To encourage faculty to apply for recognition as research guide.
- g) To encourage faculty and students to publish their research papers in peer-reviewed journals.
- h) Policy of plagiarism will be strictly followed at all levels to check malpractice for writing research papers and research projects.
- i) To provide seed money to faculty and students to carry out their research projects.
- j) To encourage faculty to participate in workshop, Seminars and conferences in their respective fields.
- k) To perform the activities that creates research culture in the college.

4) Existing Encouragement for Research

- a) The college must motivate the professors for research work. For this, if required, the workload of practical and theory classes of the professors who are involved in research work can be minimized as compared to the general professors.
- b) College also encourages the faculty member to organize seminars or workshops and its proceedings.
- c) To encourage the research work, research students should be selected.
- d) The college provides up to Rs. 50,000/- as seed money for faculty to carry out their research projects under the following conditions:
 - ✓ Research committee screens the research projects for approval from the Principal.
 - ✓ The number of project proposals and quantum of funds are within the

budgetary provision of the college.

- e) The institution publishes a multidisciplinary peer reviewed quarterly journal '*Research Times*' since 2014.
- f) Best Research Paper Award is given every year to faculty (subject wise) involved in quality research activities.
- g) The reference book and materials required for writing research project work are available in library.
- h) The college has broadband connections and *Wi-Fi* connection to enable the faculty and students to carry out their research activities.
- i) The college has access to e-resources through the *DELNET* and *INFLIBNET N-LIST* program.

B. RESEARCH ETHICS POLICY

Academic and research activities should have a sound foundation of ethical practices. The various areas of research work, such as working with human or animal subjects etc. may have its own special code of ethics, but core of such all guidelines along with general guidelines have been adapted in this document and it is mandatory for every member of the institution to read and follow it. Any violation of this guideline will be unacceptable.

1) Purpose

The Institution should have a well-established mechanism to enhance awareness regarding conduction of research and academic activities, promotion of academic integrity and prevent plagiarism. This policy document is based on the principles of ethical research and adopted procedures involving seeking of ethical approval of research work done. This policy is required to be read in conjunction with the necessary subject-specific and professional rules and instructions on ethics and research conduct, as well as all applicable norms.

2) Scope

This Research Ethics Policy is applicable to all institution level researchers engaged in research, as well as to any external individual doing research on institution premises and using its facilities. This also applies to collaborative work done outside the institution by any faculty or student with any external expert or institution/organization.

3) Objectives of the Research Ethics Policy

The purpose of the Research Ethics Policy is to:

- a) Encourage the high ethical standards in research.
- b) Raising awareness about responsible research conduct for a thesis or dissertation writing.
- c) Establish an ethical framework under which the institution's ethical review process should operate.
- d) To promote academic integrity, and preventing misconduct, such as plagiarism in academic writing, among students, faculty, researchers, and staff.
- e) Discourage plagiarism.
- f) To establish institutional mechanisms to facilitate responsible research for a thesis or

dissertation.

- g) To have plagiarism detection technique, as well as mechanisms to prevent plagiarism.

4) Guidelines

- a) The Research Development and Ethics Committee shall guide the students, supervisors, researchers, and staff on correct attribution of the resources and obtaining author permission as and where required, and acknowledging sources in accordance with the needs and specificities of disciplines, agreements, and regulations governing the source.
- b) The institute should conduct seminars/awareness programmes for students, supervisors, researchers, and staff on responsible research, thesis/dissertation writing, of academic integrity and ethical conduct in education.
- c) There should be informed consent form all the participants of the research. Before choosing to participate in research, everyone involved, whether as participants or researchers, should be educated about the nature and aim of the study, as well as any potential rewards, dangers, obligations, or inconveniences.
- d) Individual confidentiality should be maintained. Unless express written consent is acquired, researchers must maintain the confidentiality and anonymity of all human participants and the data linked to them at all times.
- e) Research should aim to produce findings that benefit the society.
- f) Researchers should attempt to share their findings as widely as possible in the public domain and through Institutional learning and teaching roles.
- g) In experimental research initiatives, the project is usually led by a Principal Investigator (PI) and a group of co-PIs. They should pay specific attention to researcher supervision and mentoring. When engaging with researchers and students, research supervisors should uphold the highest ethical standards. Potentially problematic issues should be identified as soon as feasible and dealt with complete transparency.
- h) All research materials collected (including physical and visual data) must be kept in a secure and secret location. Defending a publication, especially with experimental work, necessitates the production of adequately recorded raw data. It is not permissible to tamper with or manipulate records in a laboratory notebook. Participants should be sensitized about management of data.

- i) Efforts should be made to ensure that resources are used in a reasonable and efficient manner, following transparent and equitable procedures. Researchers are not permitted to use grant funds for reasons other than those stated in their grant award.
- j) Physical materials resulting from various research projects, such as instruments, books, and software, will be institution's property.
- k) For the equipment installed in institutional laboratories, it is expected to be shared with colleagues who seek their access for their own study should be allowed, as long as such access does not conflict with the equipment's intended function.
- l) All experiments involving animal or human study subjects require ethical approval and permission. Animal experiments are overseen by the Institutional Animal Ethics Committee (IAEC), which follows the CPCSEA (Committee for the Purpose of Control and Supervision of Experiments on Animals, <http://cpcsea.nic.in>) criteria.
- m) All the researchers are expected to incorporate safety and environmental issues into their research practices. Environmental guidelines, regulations and laws must be followed and appropriate licenses/permits and clearances obtained for the handling, storage or disposal of hazardous material. Within laboratories, the researchers should uphold the responsibility for ensuring that the work area is safe, and that research practices do not endanger the research team, and others.
- n) Researchers must communicate their research findings with appropriate parties; unless and until severe confidentiality is required due to contractual obligations.
- o) Researchers are responsible and accountable for the correctness and thoroughness of their reports.
- p) All reports of research findings must mention the nature of funding assistance, both to acknowledge the financial support and to ensure transparency.
- q) The Institute should adhere to the guidelines of regulatory bodies related to open access data for publicly funded research.
- r) All researchers who have contributed to the production of results and dissemination should be properly credited in accordance with the definition of authorship in the specific publication.

5) Research Misconduct

- a) Any sort of non-compliance with the research ethics policy will be considered as research misconduct.
- b) Paraphrasing, or transferring a source's material into one's own words, without

properly acknowledging the source or providing a suitable citation.

- c) Any work of others, part of a work, or task that was prepared by someone else and presenting it as one's own work.
- d) Reproducing any other type of work by another person, in whole or in part, without proper citation, such as a graph, experimental data or results, laboratory reports, a proof, or a problem solution.
- e) Fabrication includes faking or misusing data in a paper, publication, or presentation, as well as fabricating a source for a reference.
- f) Using or attempting to use illegal aid in an academic endeavour.
- g) Imposing hindrance to fair and equal access to the educational and research processes, such as interfering with, harming, or impeding access to academic materials.
- h) Changing, falsifying, or manipulating academic records or any official form to benefit oneself or others.
- i) Providing misleading information during an academic proceeding or destroying evidence that is critical to the outcome of an academic proceeding.
- j) Making a false report of a breach of academic integrity.
- k) When someone knowingly or purposefully facilitates another person in violating any norms of the Research Ethics policy.
- l) Making false charges against any research activity intentionally is unethical and must be addressed.

6) Implementation

- a) It is critical to prevent unethical behavior in the first place by providing appropriate ethical training, establishing a professional culture, and making it clear that unethical behavior will not be allowed in the institution. Therefore, the institution must produce or adopt appropriate ethics documents and provide direct ethical training to its employees on a regular basis through lectures and interactive workshops, so that the community is fully aware of these issues.
- b) Regardless of this, if ethical violations are discovered, they must be addressed immediately, and it is advised that the institution's research development and ethics committee to ensure prompt and fair resolution of all grievances alleged to originate from policy violations.
- c) Not only for data and publication-related wrongdoing, but also for harassment,

discrimination, and other issues, punitive action should be taken. A clear and strong message should be sent that unethical behaviour is not acceptable.

7) Disciplinary Action

While implementing disciplinary actions against violation of research ethics, following principles are to be followed.

- a) All persons involved should be aware of and understand the duties of those dealing with the accusation.
- b) Measures should be in place to ensure an objective and independent investigation.
- c) To ensure that the interests of persons involved in the allegation do not clash with the procedures.
- d) The institute should protect the relevant parties' right to secrecy.
- e) Anyone accused of wrongdoing should be given the opportunity to appeal.
- f) The issue should be investigated fairly and promptly.
- g) All parties involved should be informed as soon as feasible of the outcome.
- h) The matter should be thoroughly explored and resolved as soon as possible.
- i) The proceedings should be accurately documented.
- j) The outcome should be communicated to all parties concerned as quickly as possible.

8) Amendments

- a) The Institute shall examine its Research and Research Ethics Policy on a regular basis and change it as necessary to comply with national policies and directives issued by competent apex bodies.
- b) Pertaining to any contradiction/or conflict of interest, in any Policy of the Institution, the later revised policy will take precedence.

9) Publication of Research & Research Ethics Policy

The Research and Research Ethics Policy Shall be widely publicized to the Institute's research guides/ supervisors, registered research candidates, and teaching faculty, as well as prominently displayed on the Institutional Website to attract the attention of concerned stakeholders.

10) Important Links:

- https://www.ugc.ac.in/e-book/UGC_GARP_2020_Good%20Academic%20Research%20Practices.pdf
- https://www.ugc.ac.in/pdfnews/5816125_Promoting-and-Improving.pdf
- https://www.ugc.ac.in/pdfnews/4405511_Draft-UGC-PhD-regulations-2022.pdf
- <https://www.ugc.ac.in/oldpdf/pub/report/3.pdf>
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- <https://www.ugc.ac.in/e-book/CARE%20ENGLISH.pdf>



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ORDER
Research Committee

Following Research Committee is constituted by the Principal Govt. (Auto.) Girls P.G. College of Excellence, Sagar. Members of this committee will supervise and implement the Research and Ethics Policy in the Research Centre/Departments /Project of faculty member.

- | | | |
|------------------------|---|-----------------------------------|
| 1. Dr. Ela Tiwari | - | Principal & Chairman |
| 2. Dr. Renubala Sharma | - | Member |
| 3. Dr. Anand Tiwari | - | Member |
| 4. Dr. Naveen Gideon | - | Member |
| 5. Dr. Sunita Singh | - | Member |
| 6. Dr. Rashmi Dubey | - | Member |
| 7. Dr. Anjana Nema | - | Member |
| 8. Dr. J.P.N. Pandeya | - | External Member (Retd. Principal) |

(Dr. Ela Tiwari)
Principal