

## RESEARCH ETHICS

<b>A</b>	<b>Code of Ethics for Research:</b>
	The UGC (University grants Commission) has issued a Guidance document on Good Academic Research Practices in September 2020
	The primary purpose of the code of ethics for research of Swami Vivekananda University is to maintain the integrity of social, linguistic, biological and scientific investigation through the freedom to research and freedom to publish and disseminate the results of the research. The ethics policy of Swami Vivekananda University is based on the above Guidelines, with the necessary modification to meet the requirements of University.

<b>B</b>	<b>Swami Vivekananda University aims to promote the following values in the conduct and management of research:</b>	
	<b>1</b>	<b>Ethics:</b> Research is conducted in an ethical manner ensuring dignity, rights, safety, and privacy within the researcher ecosystem.
	<b>2</b>	<b>Rigour:</b> Research ensures high quality design, reliable data, the appropriate use of methods, rigorous and careful analysis, and transparent reporting and interpretation of the results.
	<b>3</b>	<b>Relevance:</b> In the endeavour of expanding the knowledge-base and understanding the environment and ecosystem, research advances the short-and long-term goals of science, humanities and society
	<b>4</b>	<b>Honesty:</b> Strive for honesty in all scientific communications. Refers to being accurate and truthful about one's self, one's work, and in acknowledging the work of others; reporting all the findings; and making valid interpretations and claims.
	<b>5</b>	<b>Transparency:</b> Honesty is promoted through transparency in developing, undertaking, reviewing, reporting, and communicating research in a fair, comprehensive, and unbiased fashion.
	<b>6</b>	<b>Impartiality:</b> Objectivity and lack of bias are the core principles of research. Researchers should avoid conflicts of interest in setting research priorities, establishing research collaborations, choosing research questions, and interpreting and assessing the implications of the research results.
	<b>7</b>	<b>Independence:</b> Research functions must be insulated from both the appearance and the reality of undue influence of funders or other non-researchers with a stake in the outcome of the research. To promote objectivity, researchers should be allowed independence in the design, conduct, analysis, interpretation, and dissemination of the research and research findings
	<b>8</b>	<b>Accountability:</b> Research will comply with both the spirit and the letter of relevant rules and procedures such as regulations governing professional standards
	<b>9</b>	<b>Integrity:</b> Keep your promises and agreements; act with sincerity; strive for consistency of thought and action.

10	<b>Carefulness:</b> Avoidance of negligence and careless errors is desired highly. Careful and critical examination of own work and the work of others and maintaining decent records of research activities and correspondence with agencies or journals is always required.
11	<b>Respect for Intellectual Property:</b> Assure proper Honour to all forms of intellectual property like patent, copyright etc. Use of unpublished data, methods, or results without permission is prohibited. Provide appropriate acknowledgement for all contributions.
12	<b>Confidentiality:</b> Confidential communications like personnel records, papers communicated for publication, grants submitted for consideration, patient records etc., must be protected suitably
13	<b>Responsible Publication:</b> Strive for the publication towards the advancement of research and society avoiding wasteful and duplicative publication.
14	<b>Respect for Colleagues:</b> Respect your colleagues and treat them fairly.
15	<b>Social Responsibility:</b> Strive to promote social good and prevent or mitigate social harms through research, public education, and advocacy.
16	<b>Non-Discrimination:</b> Avoid discrimination against colleagues or students on the basis of sex, race, language, ethnicity, class or other factors that are not related to their scientific competence and integrity.
17	<b>Human Subjects Protection:</b> When conducting research on human subjects, minimize harms and risks and maximize benefits; respect human dignity, privacy, and autonomy; take special precautions with vulnerable populations; and strive to distribute the benefits and burdens of research fairly.
18	<b>Working with Chemicals:</b> Every researcher at SWami Vivekananda University is expected to follow the guidelines for recognizing potential chemical hazards and employing corrective actions in order to expeditiously minimize accidents stated by the Bureau of Indian Standards, Govt. of India especially with the hazardous chemicals.
19	<b>Radiation Safety:</b> Every researcher at Swami Vivekananda University is expected to strictly follow the guidelines set by the Department of Atomic Energy, Govt. of India, while working with radiation sources in laboratories.
20	<b>Animal Care:</b> Every department of Swamni Vivekananda University which involve animals in research should adhere guidelines of the Ethics Committee for the Purpose of Control and Supervision on Experiments on Animals.

## C **Conflict of Interest**

A conflict of interest (COI) arises when a researcher can derive personal gain while acting in an official capacity.

Conflict of interest has been defined as: "A situation in which financial or other personal considerations have the potential to compromise or bias professional judgement and objectivity." An apparent conflict of interest is one in which a reasonable person would think that the professional's judgement is likely to be compromised.

<b>To avoid potential conflict of interest:</b>	
1	Declare any real or perceived financial or professional conflict of interest.
2	Beware of and abide by the organizational regulations and guidelines regarding the management of potential conflicts of interest
3	Constitute and follow a policy of complete disclosure especially with respect to the financial conflicts
4	Focus on the scientific merits when conducting a grant or manuscript evaluation
5	Undergo training to uncover personal conscious and unconscious biases and exercise constant vigilance.

## **D Plagiarism**

The appropriation of another person's ideas, processes, results, or words without giving appropriate credit.

### **The following best practices should be maintained to avoid Plagiarism:**

1	In general, a person using another author's text, data, methods, ideas, results or formulations should identify the author and document the source.
2	All intellectual property, regardless of format, should be appropriately attributed to the original owner.
3	Researchers should neither submit previously published results without proper attribution, nor submit the same manuscript to multiple journals simultaneously.
4	Conference presentations may be regarded as published material and cited appropriately.
5	References to unpublished work of other authors should be identified as a personal communication or directly attributed to the author as an unpublished source.
6	Reviewers must be particularly careful in ensuring that the material under review is treated as confidential until it has been published. Using parts or ideas from materials under review without proper attribution is not only plagiarism, but is intellectual theft, which places the entire evaluation system at risk.
7	It is common for a researcher to refer to his or her earlier research. Again, when citing one's own work, it is usually best to treat it in the same way as if one was citing another scholar's work. Neglecting to take such precautions is called self-plagiarism.

### **Levels of Plagiarism**

Plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition:

1	<b>Level 0:</b> Similarities upto 10%
2	<b>Level 1:</b> Similarities above 10% to 40%
3	<b>Level 2:</b> Similarities above 40% to 60%
4	<b>Level 3:</b> Similarities above 60%

<b>Detection/Reporting/Handling of Plagiarism :</b>
If any member of the academic community suspects with appropriate proof that a case of plagiarism has happened in any document, he or she shall report it to the <b>Departmental Academic Integrity Panel (DAIP)</b> . Upon receipt of such a complaint or allegation the DAIP shall investigate the matter and submit its recommendations to the <b>Institutional Academic Integrity Panel (IAIP)</b> of the University.
The authorities of University can also take <i>suomoto</i> notice of an act of plagiarism and initiate proceedings under these regulations. Similarly, proceedings can also be initiated by the University on the basis of findings of an examiner.
All such cases will be investigated by the DAIP.

<b>Formation of Departmental Academic Integrity Panel (DAIP)</b>	
1	All Departments in the University shall notify a DAIP whose composition shall be as given below:
	(i) <b>Chairman of DAIP :</b> Head of the Department
	(ii) <b>Member :</b> Senior academician from outside the department, to be nominated by the Vice Chancellor.
	(iii) <b>Member :</b> A person well versed with anti plagiarism tools, to be nominated by the Head of the Department.
	(iv) <b>Tenure of office :</b> The tenure of the members in respect of points '(ii)' and '(iii)' shall be two years.
	(v) <b>Quorum :</b> The quorum for the meetings shall be 2 out of 3 members (including Chairman).
2	The DAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff.
3	The DAIP shall have the power to assess the level of plagiarism and recommend penalty(ies) accordingly.

<b>Formation of Institutional Academic Integrity Panel (IAIP)</b>	
	The University shall notify a IAIP whose composition shall be as given below:
	(i) <b>Chairman of IAIP :</b> Dean / Senior academicians of the University
	(ii) <b>Member :</b> Senior Academician other than Chairman, to be nominated by the Vice Chancellor.
	(iii) <b>Member :</b> A person well versed with anti plagiarism tools, to be nominated by the Vice Chancellor.
	(iv) <b>Tenure of office :</b> The tenure of the members in respect of points '(ii)' and '(iii)' shall be two years.
	(v) <b>Quorum :</b> The quorum for the meetings shall be 2 out of 3 members (including Chairman).

<b>Penalties in case of plagiarism in submission of Thesis and Dissertations :</b>	
Institutional Academic Integrity Panel (IAIP) shall impose penalty considering the severity of the Plagiarism.	
1	<b>Level 0:</b> Similarities upto 10% - Minor similarities, no penalty
2	<b>Level 1:</b> Similarities above 10% to 40% -- Such student shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.
3	<b>Level 2:</b> Similarities above 40% to 60% -- Such student shall be debarred from submitting a revised script for a period of one year.
4	<b>Level 3:</b> Similarities above 60% -- Such student registration for that programme shall be cancelled.

<b>Penalties in case of plagiarism in academic and research publications :</b>	
Institutional Academic Integrity Panel (IAIP) shall impose penalty considering the severity of the Plagiarism.	
1	<b>Level 0:</b> Similarities upto 10% - Minor similarities, no penalty
2	<b>Level 1:</b> Similarities above 10% to 40% -- Shall be asked to withdraw manuscript.
3	<b>Level 2:</b> Similarities above 40% to 60% -- (a) Shall be asked to withdraw manuscript, (b) Shall be denied a right to one annual increment, (c) Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of two years.
4	<b>Level 3:</b> Similarities above 60% -- (a) Shall be asked to withdraw manuscript, (b) Shall be denied a right to two successive annual increments, (C) Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of three years.

<b>The Ethics Committee of Swami Vivekananda University</b>	
1	<b>Chairman</b> - Honourable Vice Chancellor of Swami Vivekananda university
2	<b>Convener</b> - Registrar of Swami Vivekananda university
3	<b>Secretary</b> - Dean of Faculty Council, Swami Vivekananda university.
4	<b>Member</b> - All convenors of Board of Studies, Swami Vivekananda university
5	<b>Member</b> - Research Coordinator (s), Swami Vivekananda university
6	<b>Member</b> - External Experts (of any discipline), nominated by the Vice Chancellor of Swami Vivekananda university