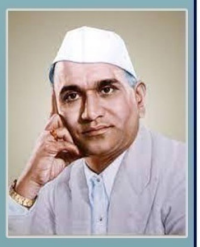
Mahatma Gandhi Vidyamandir's

Karmaveer Bhausaheb Hiray Dental College & Hospital

Panchavati Nashik, 422003



nirf RANKINGS 2021 29

nirf RANKINGS 2022 37

SELF STUDY REPORT
CYCLE - 1

Criterion 3- Research, Innovations and Extension

Key Indicator 3.3- Research Publications and Awards

3.3.1. The Institution ensures implementation of its stated Code of Ethics for research.

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Mahatma Gandhi Vidyamandir's
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Nasik-422003

CODE OF ETHICS FOR RESEARCH

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POLICY STATEMENT

The existing document on Code of Research Ethics is applicable to all under-graduate students, post-graduate students, PhD students and Faculty members of MGV's KBHDCH, Nasik, who are directly or indirectly involved in conducting and/or overlooking any research in the institute.

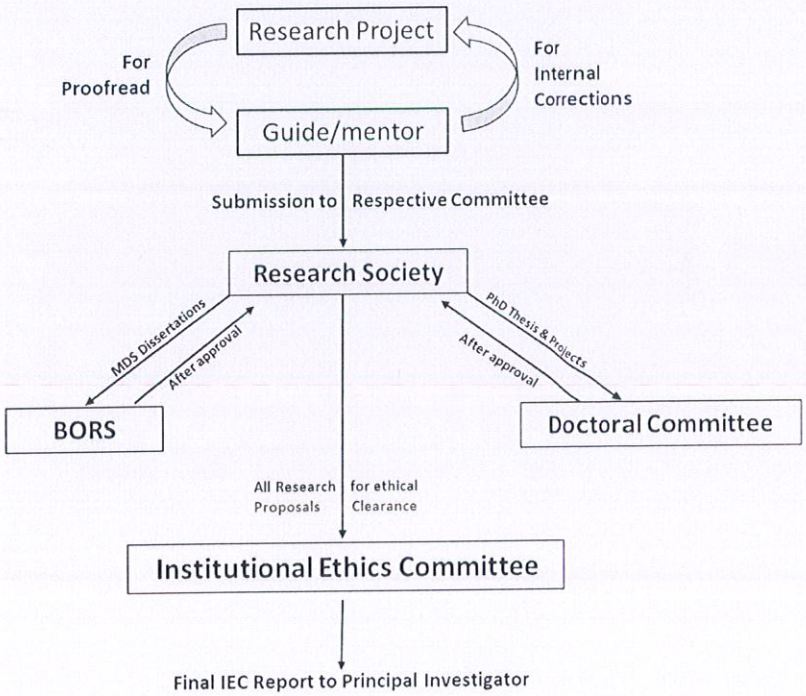
There is an institutional ethics committee in MGV's KBHDCH that overseas implementation of all research projects in the institute which may or may not be involving ethical issues related to humans.

'Any research which is not designed properly cannot be ethical'. In view of this fact, all research in this institute should be first thoroughly scrutinized for research design and after clearance forwarded to Ethics committee for ethical clearance. MGV'sKBHDC has total four committees related to research and ethical approvals.

i. **BORS (Board of Research Studies)** – For MDS dissertations only.
ii. **Research Advisory Committee/Doctoral Committee** – For PhD dissertations only.
iii. **Research Committee/Society** – for all types of research – for all other research projects.
iv. **Institutional Ethics Committee.** – for all research in college.

Following is the detail flow chart of the working of the committees.

SOP OF WORKING FLOW OF ALL RESEARCH PROJECTS



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So, as is shown in the above flow chart, all research projects go first to 'Research Society' from there it is filtered and forwarded. If the project is related to MDS final dissertation then it is forwarded to BORS committee and if it is related to PhD thesis and PhD projects then it is forwarded to Doctoral Committee, rest all projects are handled by the Research Society.

After correction, suggestion and repetitation if required, all approved projects from BORS and Doctoral Committee are sent back to Research society.

Research society, in turn finally forwards all proposals to Institutional Ethics Committee for final approval letter to be handed to the investigator.

All these 4 committees work hand-in-hand and are in perfect collaboration with each other. All the committes have their own agenda and separate meetings.

GENERAL GUIDELINES FOR CODE OF RESEARCH ETHICS IN MGV'S KBHDCH

A. ACADEMIC FREEDOM, INTEGRITY AND RESPONSIBILITY

Academic freedom, integrity, accountability and responsibility in conducting academic research form the cornerstone of MGV's KBHDC. Academic integrity requires that academic research follows elevated professional standards, including appropriate research design and frameworks, adheres to high levels of research ethics and abides by the requirements set out by professional and regulatory research guidance and research ethics frameworks issued by MGV KBHDC. Academic integrity of this institute is defined in the following terms:

Honesty: This institute advances the quest for truth, knowledge, scholarship and understanding by requiring intellectual and personal honesty in learning, teaching and research.

Trust: This institute foster a climate of mutual trust to encourage the free exchange of ideas and enable all to reach their highest potential.

Fairness: This institute ensures fairness in institutional standards, practices and procedures as well as fairness in interactions between members of the community.

Respect: This institute believes in promoting respect among students, staff and faculty: respect for self, for others, for scholarship and research, for the educational process and intellectual heritage.

Responsibility: This institute upholds high standards of conduct in learning, teaching and research by requiring shared responsibility for promoting academic integrity among all members of the community.

Legality: This institute observes valid legal norms related to the conduct and publication of research particularly in relations to copyright, the intellectual property rights of third parties, the terms and conditions regulating access to research resources and the laws of libel.

Communication: This institute seeks to make the results of its research as widely and as freely available as possible.

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B. INSTITUTIONAL RESPONSIBILITIES

Administrative staff along with teaching staff, are responsible for promoting and endorsing a transparent academic environment conducive to the application of the high professional and ethical criteria of good practice for academic research. Professors are expected to create and sustain a climate of mutual co-operation that facilitates the open exchange of ideas and the development of academic research skills. They are also expected to ensure the provision of appropriate supervision and direction for researchers, in accordance with the nature of the individual academic discipline and associated mode of research.

C. TRAINING FOR INVESTIGATORS, MENTORS AND SUPPORT STAFF.

MGV's KBHDC ensures that all researchers undertake appropriate training in research design, methodology, regulatory and ethics approvals and consents, equipment use, confidentiality, data management, record keeping, data protection and publication, the appropriate use of licensed research resources and respect for the intellectual property rights of third parties. The Institute is also committed to preparing its administrative and support staff involved in record keeping and the implementation of data protection policy and expects them to fully respect the principles and rules of the Code of Ethics in Academic Research.

D. PUBLICATION PRACTICE AND AUTHORSHIP.

This institute encourages the publication and dissemination of results of high-quality research. It also expects that researchers will engage in the process of publishing and dissemination of their work responsibly and with an awareness of the consequences of any such dissemination in the wider media. Results should be published in a form appropriate to the academic discipline.

The Institute requires that all individuals listed as authors accept responsibility for the contents of the publication and can identify their contribution to it. Authors should have participated sufficiently in the research to take public responsibility for the content. The Institute does not recognize the practice of honorary authorship. A detailed guidelines regarding publication can be found in a separate handbook on '*Guidelines for Publication'* on this institute.

E. RESEARCH MISCONDUCT

Misconduct in academic research implies (and is not limited to) fabrication, falsification, plagiarism or deception in proposing, carrying out or reporting results of research and deliberate, dangerous or negligent deviations from accepted practice in carrying out research. It includes failure to follow an agreed protocol if and when this failure results in unreasonable risk or harm to persons, the environment, and when it facilitates misconduct in research by collusion in, or concealment of, such actions by others. Misconduct also includes any plan or attempt to do any of these things. It does not include honest error or honest differences in interpretation or judgment in evaluating research methods or results, or misconduct unrelated to research processes.

Misconduct includes (and is not limited to) the following acts:

Plagiarism: The deliberate copying of ideas, text, data or other work (or any combination thereof) without due permission and acknowledgement.

Piracy: The deliberate exploitation of ideas from others without proper acknowledgement.

Abuse of Intellectual Property Rights: Failure to observe legal norms regarding copyright and the moral rights of authors.

Abuse of Research Resources: Failure to observe the terms and conditions of institutionally licensed research resources.

Defamation: Failure to observe relevant legal norms governing libel and slander.

Misinterpretation: The deliberate attempt to represent falsely or unfairly the ideas or work of others, whether or not for personal gain or enhancement.

Personation: The situation where someone other than the person who has submitted any academic work has prepared (parts of) the work;

Fabrication and Fraud: The falsification or invention of qualifications, data, information or citations in any formal academic exercise.

Sabotage: Acting to prevent others from completing their work. This includes stealing or cutting pages out of library books or otherwise damaging them; or wilfully disrupting the experiments of others; or endangering institutional access to licensed research resources by wilfully failing to observe their terms and conditions.

Professorial misconduct: Professorial acts that are arbitrary, biased or exploitative.

Denying access to information or material: To deny others access arbitrarily to scholarly resources or to deliberately and groundlessly impede their progress.

Misconduct in formal examinations: Includes having access, or attempting to gain access during an examination, to any books, memoranda, notes, unauthorised electronic devices or any other material, except such as may have been supplied by the invigilator or authorised by the Academic Department. It also includes aiding or attempting to aid another candidate or obtaining or attempting to obtain aid from another candidate or any other communication and conversations that could have an impact on the examination results.

F. IDENTIFYING LEVELS OF VIOLATIONS OF GOOD ACADEMIC PRACTICE:

Two levels of violations of good academic practice can be distinguished.

1. Minor Violations:

Minor violations may occur because of inexperience or lack of knowledge of the principles of academic integrity and are often characterised by the absence of dishonest intent on the part of the person committing the violation. They may result from:

a. weak procedures and methods which may jeopardise the integrity of the research but are not undertaken deliberately or recklessly

b. weaknesses which present no major risks to either subjects or policies which they may influence

On the whole, these minor violations can be seen as failings which may reflect only poor, rather than unacceptable practices and therefore mainly require further training and development rather than any formal disciplinary action.

Examples of minor violations include:

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i) Minor plagiarism defined as a small amount of paraphrasing, quotation or use of diagrams, charts etc. without adequate citation. Minor plagiarism may result from poor scholarship (i.e. when a student, through inexperience or carelessness, fails to reference appropriately or adequately identify the source of the material which they use).

ii) Inaccurate claims to experience, qualifications or contributions in a context where the person committing the violation cannot expect major benefits (such as winning a competition for a prize or job).

iii) Inaccurate representation of findings without deliberate distortion.

iv) Lack of diligence in declaring relevant conflicts of interest.

Such violations may present no risks to subjects, the wider community or the environment, but they may warrant some penalty or sanction at institutional level.

2. Major Violations:

Major violations are breaches of academic integrity that are more serious in nature or that affect a more significant aspect or portion of the academic work compared with minor violations. Key examples are:

a. Deliberate, reckless or grossly negligent conduct which would clearly pose a significant risk in one form or another to the integrity of the research.

b. Conduct that may pose risks to subjects, the wider community, the environment, or to the research reputation of the institution and research in general.

c. Major plagiarism defined as:

i) Extensive paraphrasing or quoting without proper citation of the source;

ii) Lifting directly from a text or other academic source without reference;

iii) The use of papers (or parts thereof) from essay banks, either downloaded from the internet or obtained from other sources;

iv) Presenting another's designs or concepts as one's own;

v) Continued instances of what was initially regarded as minor plagiarism despite warnings having been given.

Other examples of major violations are:

1. the wilful destruction of data (except where required by the legitimate data provider or where norms of privacy might otherwise be endangered)

2. fabrication or falsification of data

3. falsification of ownership

4. defamation

5. systematic abuse of the terms and conditions of licensed research resources 6. other systematic violation of the intellectual property rights of third parties.

G. RESPONSIBILITIES OF ETHICS COMMITTEES, RESEARCHERS AND INSTITUTIONS:

It is necessary for all research proposals on biomedical, social and behavioural science research for health involving human participants, their biological material and data to be reviewed and approved by an appropriately constituted Ethics Committee (EC) to safeguard the dignity, rights, safety and well-being of all research participants. As per the SOP of this

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institute, Research society is entrusted with the initial review of research proposals followed by approval from Ethics committee, prior to their initiation, and also have a continuing responsibility to regularly monitor the approved research to ensure ethical compliance during the conduct of research. The EC should be competent and independent in its functioning.

The institution is responsible for establishing an EC to ensure an appropriate and sustainable system for quality ethical review and monitoring.

The EC, in collaboration with research committee, is responsible for scientific and ethical review of research proposals. Although ECs obtains documentation from a prior scientific review by respective committees, they must additionally determine that the research methods are scientifically sound, and should examine the ethical implications of the chosen research design or strategy.

All types of biomedical and health research (whether clinical, basic science, policy, implementation, epidemiological, behavioural, public health research, etc) must be reviewed by an EC before it is conducted.

The review, conduct and monitoring of collaborative research should be overseen and stakeholders must be aware of the requirements of various regulatory and funding agencies.

- The EC reviews the protocols in the local social and cultural context and ensure respect for sensitivities and values of participants and communities at collaborative sites.
- A mechanism for communication between the ECs of different participating centres exists. In case of any conflict, the decision of the local EC based on relevant facts/guidelines/law of the land shall prevail.
- The EC examines whether the researcher has the required expertise and training in the area of collaboration.
- EC protects the interests and rights of the collaborating researcher(s) and ensure that they are not treated as mere collectors of samples or data.
- Participating researchers from collaborating sites are adequately represented when designing the research proposal.
- This institute ensures fair contract negotiation in collaborative research partnerships (including benefit sharing and avoiding unauthorized use of their expertise, biological samples and data) to safeguard the interests of participants, researchers and institutions.
- This institute provides opportunities for collaboration to build capacity and engage in research which is mutually beneficial.

H. OBTAINING INFORMED CONSENT FOR HUMAN RESEARCH:

The researcher must obtain voluntary written informed consent from the prospective participant for any biomedical and health research involving human participants. This requirement is based on the principle that competent individuals are entitled to choose freely whether or not to participate or continue to participate in the research. Informed consent is a continuous process involving three main components providing relevant information to potential participants, ensuring competence of the individual, ensuring the information is easily comprehended by the participants and assuring voluntariness of participation. Informed

voluntary consent protects the individual's freedom of choice and respects the individual's autonomy.

H. PUNISHMENT FOR VIOLATION OF CODE OF RESEARCH

This institute takes violation in code of research conduct seriously.

1. No research, whether clinical or non-clinical, with or without ethical concerns is allowed to be conducted without prior approval and clearance from Research committee and Ethics Committee.
2. If any research is found to be undergoing without prior approval, the study will stopped immediately and the investigator will be asked to give written explanation for the cause of violation. In addition to this, the investigator will not be allowed to undertake any other research for atleast one year.
3. Research committee, BORS or Doctoral committee will request for appropriate changes (if required) to the principal investigator, for a maximum of three times. After that also if there are corrections, then the research proposal will be rejected and investigator will have to change the topic of research and start all over again.
4. After approval of proposal and even after issuing of Ethical clearance, if in due course of research, it is found that any aspect of Good Clinical Practice is being breached, the Ethics committee will have full right to stop the project at that stage itself until any valid explanation is given in writing. Else the study have to be concluded in advance.
5. The institute encourages that all research proposals should be published and the list and sequence of authors should be maintained as were submitted at the time of submitting research proposal. If any change in authorship is required, a separate application has be submitted with valid justification.

PLAGIARISM VIOLATION LEVEL AND PENALTIES

All investigators are responsible to get their research proposals, dissertations and publications to check for plagiarism. Institute provides free access to plagiarism software to be used by all investigators. If there is significant violation in plagiarism, there are various levels of violation and their consequences. With reference to UGC Regulation (2018) published in The Gazette of India (extraordinary, section 4).

The similarity checks for plagiarism shall exclude the following:

i. All quoted work reproduced with all necessary permission and/or attribution.

ii. All references, bibliography, table of content, preface and acknowledgements.

iii. All generic terms, laws, standard symbols and standards equations.

iv. It shall exclude a common knowledge or coincidental terms, up to fourteen (14) consecutive

words.

Levels of Plagiarism and penalties:

i. Level 0: Similarities upto 10% - Minor Similarities, no penalty.

ii. Level 1: Similarities above 10% to 40% - Such student shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.

iii. Level 2: Similarities above 40% to 60% - Such student shall be debarred from submitting a revised script for a period of one year.

iv. Level 3: Similarities above 60% -Such student registration for that programme shall be cancelled.

----- XXX -----

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