

*The Code of Conduct in Research and Publication
(CCRP)*



SREE NARAYANA COLLEGE, NATTIKA

“Ethics is, knowing the difference between what you have the right to do and what is the right thing to do.”

Potter Stewart

The Code of Conduct in Research and Publication (CCRP)



Preface

A **code of conduct** is a set of rules outlining the norms, rules, and responsibilities of an individual in a particular practice or situation. ***The Code of Conduct in Research and Publication (CCRP)*** is intended to provide a research protocol in which general guidelines and principles of ethics in research are delineated to guide researchers towards the lofty ideals of scholarly research as envisioned by the philosophers, educationists and institutions like the UGC in India. The UGC is committed to academic excellence and to fostering the highest ethical standards of honesty and integrity in research. It encompasses the application of moral rules and professional codes of conduct to the collection, analysis, reporting, and publication of information about research subjects, in particular active acceptance of the right to privacy of the subject, confidentiality, and informed consent. All universities and affiliated institutions receiving the UGC grants are expected to have a Code of Academic Integrity, Responsible Conduct of Research and procedures for addressing allegations of research misconduct. This helps the research students check malpractices – intentional and otherwise - in research and publication. These norms for conduct help distinguish between appropriate and inappropriate, acceptable and unacceptable behaviour in research.

The UGC requires that the higher education institutions receiving research funding to have a Responsible Conduct of Research Guideline and an instruction program to educate the researchers about the guideline regarding data acquisition, management, sharing, and

ownership, Supervisor/trainee responsibilities, Publication practices and responsible authorship, Peer review, Research collaboration, Research involving human subjects, Research involving animals, Research misconduct, and Conflict of interest and commitment.

The UGC states that in case of alleged/suspected research misconduct, it is the institution's responsibility to conduct the initial inquiry, investigation, adjudication and appeal. Institutions which do not have adequate resource to conduct the investigation and subsequent procedure, can apply to the UGC for taking in the case.

The Code of Conduct in Research and Publication (CCRP) delineates the high ideals, moral values, ethical standards that should accompany the process of research to a sublime destination. These are planned in consonance with the ideals of Sree Narayana Guru and the vision and mission of Sree Narayana College, Nattika.

The Code of Conduct in Research and Publication (CCRP) applies to all stakeholders of our Institution who are involved in research and publication.


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Guidelines

Implementation Guidelines, (according to UGC, 2017) should be applicable to the areas of:

- 1. Data acquisition, management, sharing, and ownership**
- 2. Supervisor/trainee responsibilities**
- 3. Publication practices and responsible authorship**
- 4. Peer review**
- 5. Research collaboration**
- 6. Research involving human subjects**
- 7. Research involving animals**
- 8. Research misconduct**
- 9. Conflict of interest and commitment**

Ethical Clearance and Compliance

- Research projects approved for funding by the UGC need ethical clearances from concerned agencies/institutions.
- Research involving humans or animals must comply with the National Health Research Council (NHRC) guidelines, National Ethical Guidelines for Health Research and Standard Operating Procedures and Ethical Guidelines for the Care and Use of Animals in Health Research.
- All research work in institutions and laboratories receiving the UGC support should adhere to occupational health, environmental, laboratory and bio-safety guidelines and monitoring system in place in the institution.
- All UGC-funded activities should also follow provisions of Environment Monitoring Framework and Social Management Vulnerable Community Development Framework of the HERP.

Integrity and Commitment

- All scholars should uphold the vision and mission of this institution, whatever their area of discipline of research may be.
- We should hold on to integrity and the highest ethical standards of our state and our country.
- All should be committed to the pursuit of truth with utmost dedication for the promotion of knowledge.
- Our inquiry must be in consensus with the public good.
- Our responsibility to our people and to humanity in general should be of prime concern.
- Our efforts to maintain the ideals of scholarly integrity and honesty should not be out of any outward compulsion.
- We should uphold academic freedom, even while adhering to the general interests of the academic and outside community.
- We should take an oath to ourselves that we are obliged ‘to strive, to seek, to find and never to yield’ under any unethical pressure.

Credibility

- Credibility with regard to the knowledge, mission, procedure and values in the conduct of research is of prime importance.
- Our performance as researchers should advance, enhance and ascertain its validity through serious study, constant deliberation, essential dissemination and discussion, and responsible criticism.

Competence

- Never undertake research assignments which competencies that we do not have, unless we can do it in collaboration with a more knowledgeable scholar.
- Never hesitate to discuss your apprehensions with a more knowledgeable person or the research supervisor and seek clarification.
- Never claim a competency that we do not possess in proposals, resumes, or in the ordinary parlance.

- We should gain the desired level of competency in the area of research with the completion of the project of study.

Accuracy

- Accuracy should be the watch-word in all our research activities.
- We should ensure the accuracy of all data that we have used in our research.
- Ensure that only the accurate data, correct information, studied results are published.
- Take steps to rectify errors as early as possible via the issuance of erratum, or retraction of the data, or correction of the data, when found out.
- Avoid using unsure statements or equivocal declarations and vague statements regarding the findings of research.
- Avoid making exaggerated or unwarranted and baseless findings by the results of our research inquiry.

Acknowledgment of Sources

- Cite clearly all sources of information and data that we use in our own research
- Give proper acknowledgment to people who helped us in our research.
- Be decent not to reveal the sources revealed to us in confidentially.

Justice and Equity

- Share the conveniences with all the other researchers in the same department.
- We should treat all our peers, co-investigators and research participants justly and with respect.
- Provide assistance to other researchers, especially if we are qualified to do so by our expertise.

- Be sure that the infrastructure, equipment and material resources are kept intact and without any damage.

Safety and Responsibility

- As highly qualified persons, we should protect and promote the safety and interests of the community.
- We should take all safety measures needed in all our research activities.
- While disseminating knowledge that may hurt the community, or harm the environment, be very sensible so as to safeguard the interests of both.
- We should not make any misleading statements or findings as factual findings before being thoroughly sure of it.
- We should ensure that all kinds of wastes that are produced as part of our research are properly disposed or treated.

Humane and Respectful Approach to Participants

- No experiment or research procedure that is sure to cause harm, stress, or pain to our participant should be conducted.
- Should be responsible for and compensate any harm occurred to the participants.
- The participant should be informed of the true nature of the study well in advance and given the chance to withdraw from it, if so wishes.

Confidentiality Rights

- We should protect the privacy our participants.
- Consent to be a subject of research should be obtained from all participants of our experiments or studies.
- We should not, in any way, advertise the personal details of our participants in public.

Research Misconduct

Violation of Research Protocol includes:

- **Misappropriation** – taking the ideas which are the intellectual property of others and present them as one's own.
- **Fabrication** - manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.
- **Falsification**- Give false data, ideas and results which are desirable , but not genuine, in proposals, or reviews research findings or results.
- **Harmful activities** - indulging in activities deliberately causing to harmful effects in humans, animals and the environment or nature.
- **Plagiarism** – using someone else's words, published work, research processes, findings or results without giving appropriate credit to the respective owner.
- **Anti-Plagiarism** – ascribing an idea or findings to an author, which, in fact is not her/his.
- **Impropriety of Authorship** – denial of credit to co-authors.

All the students who are engaged in research work are expected to observe the sublime standards of integrity, honesty, commitment and professionalism with respect to the project /dissertation/ thesis undertaken by them. All research work should undergo plagiarism check through URKUND, software made available to the students free of cost through the UGC/INFLIBNET and accessible in our library.

Reference:

The UGC Research Development and Innovation Programs Implementation Guidelines 2017 <https://www.ugc.ac.in>
