



VIVEKANANDHA

COLLEGE OF ARTS AND SCIENCES FOR WOMEN

(AUTONOMOUS)

SPONSORED BY: ANGAMMAL EDUCATIONAL TRUST

An ISO 9001: 2015 Certified Institution

Affiliated to Periyar University, Approved by AICTE and

Re-Accredited with 'A+' Grade by NAAC

Recognized under section 2(f) and 12(B) of UGC Act, 1956

Elayampalayam – 637 205, Tiruchengode, Namakkal Dt., Tamil Nadu



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RESEARCH AND DEVELOPMENT CELL

RESEARCH AND INNOVATION

STANDARD OPERATING PROCEDURE – Code of Ethics

Vivekanandha College of Arts and Sciences for Women (VICAS) is steadfast in its commitment to maintaining the highest standards of research and innovation through comprehensive policies and practices. Acknowledging the paramount importance that academic institutions place on research and innovation, our institution ensures that these pursuits are carried out with a strong emphasis on safety, ethics, and transparency, including rigorous record-keeping in laboratories.

This guideline elucidates the pivotal role of research in fostering innovation, placing emphasis on inclusivity, well-being, and sustainability. Adhering to ethical principles aligned with community and societal norms, our aim is to ensure that our research endeavors generate meaningful value. Throughout the research process, careful consideration is given to ethical issues, reflecting a dedication to the broader well-being of society.

VICAS actively promotes research across diverse scientific and academic domains, recognizing that while methodologies may vary, the common objective is to deepen our understanding of ourselves. The primary goal of the institution is to cultivate excellence in academic research, contributing to the development of global competency.

The college ardently upholds the principles of traditional academic freedom, acknowledging the right of its academic and research personnel to collectively



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or individually challenge conventional wisdom, propose innovative ideas, and express controversial or unpopular beliefs—all within the bounds of the law.

VICAS remains unwavering in its commitment to ensuring that all research conducted under its auspices adheres to the highest ethical standards, taking into account legal and public interest considerations. This code delineates the challenges inherent in conducting research responsibly and provides clear guidance on the standards that researchers should uphold.

The institution is resolutely dedicated to upholding the highest levels of integrity in all aspects of research. This commitment is grounded in fundamental principles of good research practice, to which every researcher and research department affiliated with the institution must adhere.

Researchers are expected to demonstrate:

Ensuring Research Quality:

Showcase reliability in guaranteeing the research's quality, encompassing design, technique, analysis, and resource allocation.

Research Integrity:

Uphold honesty throughout the research journey, from development and execution to review, reporting, and communication, ensuring transparency, fairness, comprehensiveness, and impartiality.

Respectful Conduct:

Demonstrate respect for coworkers, research participants, society, ecosystems, cultural heritage, and the environment.

Accountability in Research:



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Demonstrate accountability for the complete research lifecycle, from conception to publication. This includes responsibilities in management, organization, training, supervision, mentorship, and overall impact.

Awareness of Research Misconduct:

Acknowledge the importance of recognizing research misconduct, such as data fabrication, falsification, and plagiarism, due to their potential to distort the study record.

Professional Growth:

Expand expertise, foster collaboration, work across disciplines, and actively engage in research and innovation for ongoing professional development.

Skill Enhancement:

Leverage VICAS opportunities to enhance skills and creativity, contributing to heightened employability and the retention of crucial employees in the workforce.

Advocacy for High-Quality Research:

Actively endorse the publication and dissemination of high-quality research findings, adhering to proper procedures. Researchers should be conscious of the broader implications of sharing their work publicly and present outcomes suitably for the academic subject.

Authorial Responsibility:

Authors featured in publications must assume responsibility for the content and clearly delineate their contributions in accordance with institute guidelines.



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CODE OF ETHICS FOR RESEARCH AND INNOVATION

- ✓ The Research Ethical Committee (REC) convenes faculty and researchers within the research community to deliberate on campus research ethics policies.
- ✓ The REC, a component of the Research Advisory Committee (RAC), evaluates the research activities of both faculty and students at VICAS.
- ✓ In all research endeavors undertaken by staff and students, the REC diligently oversees and upholds high standards of ethics, honesty, and professionalism. Lab notebooks are maintained with dated records, ensuring scrutiny during the publication process or patent filing.
- ✓ The REC diligently tracks all study participants and recommends their inclusion as authors when the research is published.
- ✓ The committee promotes awareness and precautionary measures among academics and students involved in research initiatives, providing comprehensive lab safety training to all VICAS personnel.
- ✓ Serving as a platform for researchers, the committee facilitates discussions on research ethics challenges and their practical implementation.
- ✓ Adhering to the norms of Periyar University and UGC, the committee addresses issues related to plagiarism and malpractice in research operations.
- ✓ The REC authorizes the submission of a scholar's (M. Phil / Ph.D) Dissertation/Thesis only after a plagiarism check by Periyar University, Salem.



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- ✓ For paper publications, the REC recommends that all students, scholars, and professors utilize the college library's plagiarism checker before submitting their work.
- ✓ In the formulation, execution, and reporting of research proposals, the REC ensures adherence to core principles of research and innovation ethics, including autonomy, beneficence, non-maleficence, and fairness.
- ✓ The REC guarantees the quality and consistency of research proposals by reviewing them in line with national ethical requirements, particularly for biomedical research involving human participants.



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INVESTIGATION PROCEDURES FOR RESEARCH MISCONDUCT:

Filing a Complaint:

Individuals are encouraged to submit complaints related to academic misconduct directly to the Principal. This process is independent of a researcher's right to discuss and assess allegations of plagiarism during the routine evaluation of scholarly papers. Complaints should be supported by substantial evidence.

Evaluation by the Principal:

The Principal will assess the submitted complaint to determine its severity and whether it necessitates an investigation by the research committee.

Research Committee Investigation:

If the Principal deems the complaint to be sufficiently serious, a research committee investigation will be initiated. The committee will examine the allegations of research misconduct thoroughly.

These procedures aim to ensure a fair and objective process for addressing complaints related to research misconduct while upholding the researcher's right to engage in discussions and assessments of academic work.



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COMPOSITION OF THE RESEARCH ETHICS COMMITTEE (REC):

To enhance the robustness of research activities, the REC is strategically planned to be multidisciplinary and multisectoral in its composition. The committee may include the following members:

Principal:

Serving as the overall head, the Principal brings administrative leadership to the committee.

Research & Development Chief:

The designated head responsible for overseeing and guiding the research activity aspects within the institution.

Research Ethics Head:

Nominated head responsible for overseeing and providing guidance on the aspects of research ethics within the committee.

Research Ethics Members:

Individuals with expertise in specific research domains, ensuring in-depth evaluation across different fields, such as:

Bio Science

Physical Science

Computer Science

Commerce

Arts



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This composition ensures a well-rounded and knowledgeable committee capable of addressing ethical considerations in a variety of research disciplines.



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OBJECTIVES OF THE RESEARCH ETHICS COMMITTEE (REC):

Facilitating Discussion on Research Ethics Policies:

The REC aims to bring together faculty and scholars from the research community to engage in discussions on ethical policies pertinent to research on campus.

Oversight of Research Activities:

As a member of the VICAS Research Advisory Committee (RAC), the REC is tasked with overseeing the research activities conducted by both academics and students at VICAS.

Maintenance of High Ethical Standards:

The REC is committed to overseeing and upholding high standards of ethics, honesty, and professionalism in all research endeavors undertaken by staff and students.

Promotion of Precautionary Measures:

The committee actively encourages academics and students interested in research initiatives to adopt necessary precautions, fostering a culture of responsible research.

Platform for Ethical Discussions:

Acting as a platform, the committee provides VICAS researchers with an opportunity to discuss and debate ethical challenges in research and their practical implementation.

Adherence to Plagiarism and Malpractice Norms:



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The REC adheres to the plagiarism and malpractice norms set by Periyar University and UGC, ensuring the integrity of research operations.

Authorization of Dissertation/Thesis Submission:

Only after a plagiarism check by Periyar University, Salem, does the REC authorize the submission of a scholar's (M.Phil / PhD) Dissertation/Thesis.

Guidance on Plagiarism Checking for Publications:

Regarding paper publications, the REC advises all students, scholars, and professors to utilize the college library's plagiarism checker before submitting their work.

Guaranteeing Core Principles of Research Ethics:

In the design, conduct, and reporting of research proposals, the REC ensures the adherence to core principles of research ethics, including autonomy, beneficence, non-maleficence, and fairness.

Quality Assurance in Research Proposals:

The REC ensures the quality and consistency of research proposals by reviewing them in alignment with national ethical requirements, especially for biomedical research involving human participants.