

Code of Ethics- Research

- The committee meetings would be held once in four months each year
- Introduction to SOP must include importance of inculcating research culture.
- A section on Research malpractice like plagiarism, etc have to be made and disciplinary action regarding same have to be mentioned. Students will be sensitized of what is plagiarism. (Importance of knowing it).
- RAC should be held for every new topic. The student and the guide must inform the RAC each time the topic is decided/ changed, without RAC's review the topic will not be approved. RAC committee: all PG guides and Research coordinator.
- RAC format (template) has to be standardized and mentioned in appendices for quality assurance
- RAC committee should take care that the titles of the research topic should not be repeated in the last 3 years. The committee should have a list of approved titles from the last 3 years. In case of repetition of the title, action would be taken as per instruction by the Chairman- Dr Parag Sancheti and SICOP Principal.
- As per university, all PG synopses would be reviewed by the college. The BORS (Board of Research Studies Committee) would review the synopsis. A file would be made for each student containing Appendix A+B+C (evaluation Performa)* and the synopsis copy. The file would be maintained department wise. Each evaluation Performa would be signed by Subject Expert, Member and Chairman of BORS. [*Appendix A (University format for submission of topic by PG student), B (report of ethics committee) & C(evaluation Performa) are university related appendices]
- Guidelines for CTRI and GCP registration should be mentioned in SOP.
- Each PG student needs to do online GCP after research methodology workshops and CTRI after ethical clearance
- Registration of trial can only be done before the start of the study.
- All the UG students should also do a CTRI registration for better understanding of research.
- Proposal format to present to RAC incase teachers or students want to do research projects apart from curriculum is mandatory.
- Every primary investigator should sign a declaration while doing the study. A declaration should also need to be signed in case of conferences and seminar proceedings.
- While re-writing a manuscript, permission should be taken from the original investigators. (Await reply for 1-2 weeks).



- All the submitted studies if rejected twice, the guide will decide of what to do further of that study, and to be put in the rejected list (scrap) the guide should give an approval of the same to the research coordinator. And in case, in absence of the teacher the confirmations needs to be taken from the department's HOD and the Principal.
 - All the departments can have the rejected list which can be used to develop new potential topics.
 - An undertaking should be signed by the student before leaving the Institute.
 - For unpublished studies, if they are used as references in any of the conferences, seminars or writing a paper the primary investigator should be informed and acknowledged.
 - Help/ consultation from biostatistician.
 - IEC clearance is mandatory for all the studies conducted at SCOP.
 - Simple steps and guidelines available to complete and submit online registration.
 - Guide should be informed about Enrolling of any participants/patients
 - Reporting each month the status of the project is mandatory.
 - Reporting of study publication is mandatory. A mail of the published study should be sent to the research coordinator on sancheticop@gmail.com
 - All the studies conducted in SICOP are checked under plagiarism software before submissions. The software used is Grammarly.
 - All the undergraduates should be given only observational studies (if the student is novice researcher). Only a student with a back ground of research or has done a research previously can be given an interventional study.
 - In case of any emergency like the Covid 19 pandemic the standard operating procedures related to research I.e. selection of the undergraduate projects, etc would be amended according to the circumstances and a unanimous decision will be taken by the research committee.
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- Protocol for action against Student/Staff in case of
1. Malpractice-which include
 - Putting pressure on participants for enrollment.
 - Not giving information and /or obtaining consent inappropriately.
 - Data is misleading.
 2. Plagiarism- some main forms of plagiarism
 - Submitting someone's work as their own.



- Taking passages from their own previous work without adding citations.
 - Re-writing someone's work without properly citing sources.
 - Using quotations, but not citing the source.
 - Interweaving various sources together in the work without citing.
 - Citing some, but not all passages that should be cited.
 - Melding together cited and uncited sections of the piece.
 - Providing proper citations, but fails to change the structure and wording of the borrowed ideas enough.
 - Inaccurately citing the source.
 - Relying too heavily on other people's work. Fails to bring original thoughts into the text.
- Reporting of such cases would be done to the Chairman Dr Parag Sancheti and action would be taken accordingly
- If any researcher (student/staff) found doing any kind of malpractice in their project/research work, either action would be taken-
- Dissertation/viva can be given 0 marks
 - Ask the person to collect data again.
 - To withheld the project.
 - Do not publish such research.
 - Memo/disciplinary action would be taken against the staff.

