

# Bhavan's Vivekananda College

## CODE OF ETHICS

Research Innovation and Extension committee advises all Faculty and Students involved in research activity to adhere strictly to the Code of Ethics

The Code of Ethics provides a set of practical suggestions for maintaining integrity and quality in research. This code aims to satisfy a scientific moral code and improves scientific results-including qualitative analysis, quantitative & statistical techniques. It is set to help Researcher avoid departures from accepted ethical research practice and prevent from research misconduct like willful fabrication, falsification, or plagiarism including misrepresentation of credentials in proposing, performing, or reviewing research or in reporting research results. It does not include honest error or differences of opinion.

These guidelines are framed to caution and orient all researchers in research ethics. Screening committee of R & D looks into all matters relating to publication of research articles by researchers and scholars, specifically for,

**1. Plagiarism:** The work of others should be cited or credited, whether it is published or unpublished and whether in the form of written work, oral presentation, or material on a website. Authors are requested to self check plagiarism using online tools and submit the % of matching to screening committee before the article /research paper is communicated for publication. This is also to be followed for grant applications and proposals, to research protocols, and to student papers submitted for academic credit. Self-plagiarism is also not permitted.

**2. Use and Misuse of Data:** Research integrity requires that reported conclusions are based on accurately recorded data or observations. Data that contradict or merely fail to support the reported conclusions, including the purposeful withholding of information about confounding factors is considered a breach.

**3. Ownership of and Access to Data:** Access to data to any member of the research group in which the data were collected should not be denied. In case any possibility of copyright or patent application might emerge from the group project, a written agreement within the group should specify the rights, if any, of each member of the group to the intellectual property.



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**4. Authorship and Other Publication Issues:** Research Methods & Data reported in publication should be sufficiently detailed so that other researchers could attempt to replicate the results. Premature publication involves a risk of incomplete results to adequate internal confirmation. Hence, publication should be timely and should not be hastened.

- ❖ **Criteria for Authorship:** Authorship should be given to those who have made an original and significant contribution to the concept, design, execution and interpretation of the research work. All authors should agree to the final version of the manuscript and are responsible for the work. All authors are responsible for the compilation, revision and verification of the manuscript, publication or presentation representing their contribution. It is unacceptable to submit extracts from research, or reports on the same research, to more than one publisher. In the complete report on the work in question, reference should be made to preliminary extracts from work that has already been published.
- ❖ **Order of Authors:** Irrespective of the discipline, all co-authors should understand and agree to the basis for assigning an order of names. Usually the first or last of the listed names in a multi-authored manuscript would be the senior or corresponding author, who is responsible for communication and should inform all co-authors about the status of review and publication. He or she should ensure that all listed authors have approved the submitted version of the manuscript. This person has major responsibility compared to others to vouch for the integrity of the research report and should make every effort to understand and defend every element of the reported research.
- ❖ **Self-citations:** In citing one's own unpublished work, paper should not be listed as submitted, in anticipation of expected submission or in press unless the author has received galley proof or page proof or has received a letter from an editor or publisher stating that publication has been approved, subject perhaps only to copy-editing.
- ❖ **Duplicate Publication:** Researchers should not publish the same article in two different places without very good reason to do so, unless appropriate citation is made in the later publication to the earlier one, and unless the editor is explicitly informed.



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The same rule applies to abstracts. If there is unexplained duplication of publication without citation, this is referred to as self-plagiarism.

It is improper to submit same manuscript for review by more than one journal at the same time. An author should not divide a research paper that is a self-contained integral whole into a number of smaller papers merely for the sake of increasing the number of publications in the Biodata.

**5. Conflict of Interest:** Researchers should have professionally acceptable presence on campus during each semester. Holidays and leave are in accordance with the College's regulations. They should create an atmosphere of academic freedom by promoting the open and timely disclosure of the results of their academic activities and by disclosing activities that could affect the academic information between themselves, students and colleagues.

Faculty may be allowed to engage in outside professional activities such as consulting or service on a scientific advisory board, but approval of each such activity from the academic supervisor must be obtained in advance. In no case, can college facilities be used in the conduct of an outside activity, and the college name and logo may be used by outside entities only with permission of designated incharge/Principal. Research performed for an external entity should be conducted by means of a sponsored research contract and not by way of consulting.

## 6. Obligation to Report

- ❖ **Reporting Suspected Misconduct:** Any person who suspects research misconduct has an obligation to report the allegation to the Head of the department in which the suspected misconduct occurred or to the Principal. Allegations are handled under procedures described in the University's Policy. All reports are treated confidentially to the extent possible, and no adverse action will be taken, either directly or indirectly, against a person who makes such an allegation in good faith.



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- ❖ **Correction of Errors:** If a finding of error, either intentional or inadvertent, or of plagiarism should be made subsequent to publication, the investigator has an obligation to submit a correction or retraction in a form specified by the editor or publisher.

## 7. Responsibilities of a Research Investigator

An investigator leading a research group has leadership and supervisory responsibilities with respect to the research performed by members of the group.

An investigator serves not only as a research manager but also as a mentor responsible for the intellectual and professional development of students, postdoctoral fellows, and junior faculty in the group, including awareness and sensitivity to issues in research ethics. Researchers will exercise their rights to academic freedom and freedom of scientific research; researchers are accountable to the community for the way in which they exercise those rights.

A research supervisor should guide and advise the individual members for responsible conduct of the research and has ultimate responsibility for the scientific integrity of the whole research project. He or she should check the details of experimental procedures and the validity of the data or observations reported by members of the group, including periodic reviews of primary data in addition to summary tables, graphs, and oral reports prepared by members of the group. Researchers will judiciously consider potentially destructive consequences of their research activities, outcomes or outputs on the human or natural environments and will avoid such research projects, or assiduously reduce the risk of such consequences through their research activities.

A researcher should be open to collaborative work with investigators having different but complementary skills at the College. Data or information shall be gathered and recorded in such a way that it can be made available at any time (after completion of the project) to other interested parties without undermining confidentiality.

## 8. Responsibility to Funding Agencies

An investigator should be aware of the standards of accuracy and integrity that pertain to grant applications and proposals. Fabrication of results i.e. reporting of results of experiments not yet performed as evidence in support of the proposed research funding is considered as research



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misconduct, even if the proposal is subsequently rejected for funding or is withdrawn before full consideration for funding is completed.

An investigator must submit progress and final research reports to a sponsor at times specified in the award. He or she must authorize expenditures in a manner consistent with the approved budget and should review financial reports carefully. Researchers shall utilize a sponsor's funds only for purposes explicitly approved by the sponsor and duly acknowledge the concerned funding agencies.

Investigators, who enter into agreements with commercial sponsors of research, as negotiated by the Office of Research, should familiarize themselves with the special terms of such agreements, such as those, for example, concerning reporting of results, disclosure of inventions, and confidentiality. Failure to comply with the provisions might sometimes constitute a breach of contract or might compromise their claims to intellectual property.

## 9. Societal responsibilities

- ❖ Researchers shall respect research participants' right to freedom, dignity, privacy and bodily and psychological integrity.
- ❖ Researchers shall treat animals/ plants with care, respect and awareness of their vulnerability and defenselessness.
- ❖ Researchers shall undertake research which does not cause any harm to the environment and that creates no additional environmental stress.
- ❖ Researchers shall undertake proper procedures to carry out biohazard waste disposal as per established norms and practices of Biosafety and Ethics.
- ❖ Researchers may use people as participants in research only with proven informed consent for their participation. In the case of participants younger than eighteen years, consent from their guardians is required and confidentiality must be maintained.

## 10. College Policy on Patents

The college should support the development, production, and dissemination of intellectual property by its faculty members. It is necessary to create an intellectual environment in agreement with the parties involved, so that creative efforts and innovations can be encouraged and rewarded and also public interest is best served.

The patentable material for a college can be **copyrights and patents**. All that come under purview of copyright are included. The duration of a copyright (for works created and published after January 1, 1978) is the life of the author plus 70 years. Copyright is sole intellectual property of the creator, if joint work with college then the institution can exercise

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joint ownership under this clause when it has contributed specialized services and facilities to the production of the work. In case of multiple creators, the creators will determine the allocation their individual shares when the work is first undertaken.

**Patent** shall be understood to mean that bundle of rights that protect inventions or discoveries and also include plant patents. The duration of a patent is 20 years from the date of the filing of the patent. The inventor or inventors receive a fixed percentage of that income, about 20–30%. If joint inventors this is shared among them, but no duplicate payments.

The college can direct a percentage of the income as fund to provide resources for evaluating and protecting future inventions, also a percentage of the income can be given to the inventor's department for research.

The college originally owns intellectual property created with substantial use of college facilities provided by an external agreement or internal college sponsorship and retains said ownership by commercial development of said property, however in all cases, the creator shall receive 50% (fifty percent) of the net proceeds to the college. If an inventor leaves the college, still the inventor's share of income continues to be paid to the inventor, but there is no portability of funds going back to the inventor's department.

When intellectual property is created with substantial use of college facilities, but not sponsored research, the creator will originally retain the rights to the property. If, the creator elects not to commercially develop then the ownership rights to that property may be acquired by the college.



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