



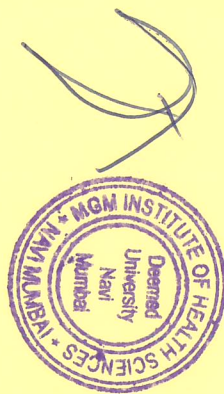
# MGM INSTITUTE OF HEALTH SCIENCES

(Deemed to be University u/s 3 of UGC Act 1956)

Grade "A" Accredited by NAAC

Sector 1, Kamothe, Navi Mumbai-410209

## Institutional Code of Ethics - Research



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## **Institutional Code of Ethics - Research**

### **1. Introduction:**

Ethics and plagiarism are of prime importance in research and publication. At many instances it is observed that researchers claim others work as their own, which degrades the reputation of not only the individual but the Institution as well. There is need to assess the academic/research work of the student/researcher scholar/ researcher who produce their work in the form of Project reports, Seminar papers, Research papers, Research proposals and thesis work. Especially the research work in the form of papers/projects go through the process of plagiarism and maintains high academic and production standards. The research work produced is thoroughly assessed for their viability across the globe. The institution deplors and dejects the violation of code of ethics which is dishonest and immoral infringing the copyrights act of intellectual property rights.

### **2. Scientific Misconduct:**

This is a serious issue it could occur from the conceptualisation of the research, through the process of research until the publishing the research results. They could be listed as follows:

- 2.1 Misappropriation of others ideas:** Taking the intellectual property of others, perhaps as a result of reviewing someone else's article or manuscript, or grant application and proceeding with the idea as your own.
- 2.2 Plagiarism:** Utilizing someone else's words, published work, research processes or results without giving appropriate credit via full citation.  
**Self-plagiarism:** Recycling or re-using your own work without appropriate disclosure and/or citation
- 2.3 Inappropriate Authorship:** Claiming undeserved authorship on your own behalf, excluding material contributors from co-authorship, including non-contributors as authors, or submitting multi-author papers to journals without the consensus of all named authors.
- 2.4 Failure to Comply the regulations of the Policies of the MGMIHS:** Intentional breaking of rules concerning the safety, care of human and animal test subjects,

inappropriate use of investigative drugs or equipment's and inappropriate use of research funds.

- 2.5 **Violation of accepted practices of research:** This can include the proposal of the research study, manipulation of experiments to generate preferred results, deceptive statistical or analytical practices to generate preferred results, or improper reporting of results to present a misleading outcome.
- 2.6 **Manipulation of data:** Manipulation of the experiments or the data to generate preferred results, this transgression simply fabricates the data entirely.
- 2.7 **Not Supporting validation of your research:** By refusing to supply complete datasets or research material needed to facilitate validation of your results through a replication study.
- 2.8 **Failure to inform competent authority of Known Cases of Unsuccessful Validation Attempts:** Published research that is found to be flawed should be retracted from the journal that published it.
- 2.9 **Inappropriate Behavior in Relation to Suspected Misconduct:** Failure to cooperate with any claims of misconduct made against you, failure to report known or suspected misconduct, destruction of any evidence related to any claim of misconduct, retaliation against any persons involved in a claim of misconduct, knowingly making false claims of misconduct.

### 3. Measures to Monitor Research and Overcome Scientific Misconduct:

Code of ethics is followed in all research activities. This is achieved by implementing the following:

- 3.1 **Research Cell - Research Promotion Committee:** This monitors the research activities of the MGMIHS. It helps in promoting the research activities and brings about awareness on the code of ethics during the research by holding awareness workshops at various levels.
- 3.2 **Promotion for Code of Ethics:**  
Awareness on Research ethics is achieved by conducting workshop on Research Ethics for the Faculty, Undergraduates, Postgraduates and PhD Scholars. Research is common parlance refers to a search for knowledge. It is an art of scientific investigation. Research is essentially an investigation, a recording and an analysis of evidence for the purpose of gaining knowledge. Research is an academic activity. Constituent colleges of MGMIHS has conducted various seminars and workshops aiming to provide students with an understanding of research methods, experimental design and ethics.

In the field of health sector they apply to research in medical, physiotherapy, nursing, dentistry and biological sciences. Although codes, policies, and principals are very important and useful, like any set of rules, they do not cover every situation, they often conflict, and they require considerable interpretation. It is therefore important for researchers to learn how to interpret, assess, and apply various research rules and how to make decisions and to act ethically in various situations. The vast majority of decisions involve the straightforward application of ethical rules.

MGMIHS has taken initiative to implement research methodology as a compulsory course in all PG and PhD courses. As per the government initiatives Undergraduate students are sensitised to take up research. For this we have implement basic on research methodology and ethics for UG students. Students will gain an understanding of scientific methods, human and animal ethics as well as the ethics approval process. In addition students will receive a grounding in biostatistics, experimental design and methodology, analysis, management and presentation of data, evaluation of research papers, scientific writing and oral presentations. **(Research Promotion Policy – Refer our website: [www.mgmuhs.com](http://www.mgmuhs.com))**

### **3.3 Research Monitoring Committees/Policies:**

**MGMIHS has various committees to encourage/monitor research:** The committee has highly eminent members representing various institutes and colleges of MGMIHS and some from other institutes of repute.

- Scientific Advisory Committees at MGMIHS and Constituents Units
- Ethics Committee for Research on Human Subjects (Registered with DCGI)
- Committee to Develop and Validate Tools including Questionnaire for Medical and Health Research
- Ethics Committee for Research on Experimental Animals (Registered with CPCSEA)
- Publication Guidelines Committee
- Institutional Academic Integrity Panel (IAIP)

### **3.4 Scientific Advisory Committees (SAC) of MGMIHS and Constituent Units:**

The broad mandate of Scientific Advisory Committees is to review the progress in Preclinical, clinical and biomedical research being pursued by the faculty/students at MGMIHS, help in research capacity building of the researcher, recommend allocation of funds from the University to support high priority, nationally relevant projects; and help the faculty generate extramural funding from national and international agencies.

### **3.5 Ethics Committees for Research on Human Subjects (ECRHS):**

The Ethics Committees are registered with Drug Controller General of India. Meetings of Ethics Committee are held and only those projects which were approved by the Ethics Committee are pursued taking all Ethical issues into consideration The Ethics Committees for Research on Human Subjects presently functions according to the requirements laid down in Schedule Y (20<sup>th</sup> January 2005) and is guided by the ICH GCP guidelines for Good Clinical Practice, ethical principles set forth in the Declaration

of Helsinki and the Ethical Guidelines for Biomedical Research on Human Subjects laid down by the Indian Council of Medical Research. Ethics committee has been formed comprising of all Scholars/ Academicians of the institute to assess the faculty researcher / PG students / UG students who produce their work in the form of Research Publication / Research Proposal / Thesis Work (PG)/ Project Report.

### **Purpose**

To ensure the protection of the rights, safety and well-being of human subjects involved in a research project. To provide public assurance of protection of their rights.

### **Membership**

The committee consists of members who collectively have the experience and expertise to review and evaluate the scientific, medical and ethical aspects of proposed research project.

### **Composition of the Committee:**

- a. The regular members of the committee are as follows :
  - i. Basic Medical scientists
  - ii. Clinician with expertise in diverse health care specialities.
  - iii. A legal expert
  - iv. A social worker/representative of a non-governmental organisation/theologian.
  - v. A lay person from the community
  
- b. The committee has representation from both men and women.
  - i. At least one of the medical scientists or clinicians is independent of the institution.
  - ii. At least one of the non-scientific members is independent of the institution.

### **Responsibilities of the Committee:**

- i. To protect the safety, rights, well-being and confidentiality of the research subjects.
- ii. To review all research proposals submitted to it within specified time limits.
- iii. To keep all information submitted to them confidential especially the proprietary information.
- iv. To maintain concise but clear documentations of its views on the research proposal.
- v. To review the progress of each research project at appropriate and specified intervals, but not less than once a year.
- vi. To review the qualifications of all investigators participating in the proposed research study.

**3.6 Committee to Develop and Validate Tools including Questionnaire for Medical and Health Research:**

This committee accepts structured Questioners for data collection for a research project. The committee reviews the questioner developed by the research and provides suggestions to finalize the same. Number of research projects pursued by Ph.D. research scholars required data collection through well-structured questionnaire, a Committee to Develop and Validate Research Tools is constituted to review and approve the format and questionnaire. This process had ensured that the tools to be used for data collection are validated by experts in the field and the research output valid and acceptable. In fact, it had enhanced the quality of research highlight the strengths and weaknesses of ongoing research programs and initiatives; help the faculty in identifying key emerging and future areas of life sciences research of national relevance, and help in conceptualizing and formulating new research projects

**3.7 Ethics Committee for Research on Experimental Animals (Registered with CPCSEA):**

Researchers at the institution may perform research on animals. As per the CPCSEA (Committee for the Purpose of Control and Supervision of Experiments on Animals) norms, the Institutional Animal House is registered (CPCSEA Registration No: - 303/PO/Re/S/2000/CPCSEA) with Government of India. Institutional Animal Ethics Committee (IAEC) has been constituted to supervise and evaluate all aspects of the animal care and use program in the institution under rule 5(a) of the breeding and Experiment on Animals (Control and Supervision) rules 1998. IAEC Ensures that quality and consistent ethical review mechanism for biomedical research in animal is put in place for all proposals dealt by the Committee. IAEC is also responsible for reviewing - B, form - C and Form- D, inspecting animal facilities and uphold 3R's principles of (Replacement, Reduction and Refinement) ensuring adherence to CPCSEA guidelines. Before research involving animal can be undertaken, the project will have to be reviewed and approved by the IAEC.

**3.8 Publication Guidelines Committee:**

Committee on Publication guide line is constituted to promote higher standard in scientific publications carried out by researchers, faculty members and students of the MGMIHS. This committee aims to find practical ways of advice to the authors, editors, editorial board members dealing with issues of scientific research, scientific publishing, scientific presentation, text books, and electronic books and to develop good ethical practices. (Guidelines on Publication - Refer our website: [www.mgmuhs.com](http://www.mgmuhs.com))

**3.9 Institutional Academic Integrity Panel (IAIP):**

This Committee will conduct inquiry and investigate into the matter of misconduct and levy the penalty for the misconduct committed by the research and recommend it to the Vice Chancellor and Board of Management for final action.

#### 4. Plagiarism:

The research work of faculty / PG students in the form of papers / projects must go through the process of plagiarism and has to maintain high academic and production standards.

Apart from this the committee takes extra measures to ensure that the work is at par with the national / international standards.

No objection from guide and co-authors to get their project work approved for publication / thesis presentation.

Any violation of the rule and other issue, complaints regarding plagiarism attracts disciplinary action to be imposed by committee within one month from the day of complaint.

Writing a research paper poses challenges in gathering literature and providing evidence for making a paper stronger, but these need to be done with caution without falling into the trap of plagiarism. The digital age too affects plagiarism as researchers have easy access to information on the internet making it easy to duplicate information.

Plagiarism is the unethical practice of using words or ideas of other author/researcher or your own previous works without proper acknowledgment. Further, it is the obligation of each author to provide prompt retractions or corrections of errors in published works. Considered as a serious academic and intellectual offense, plagiarism can result in highly negative consequences such as paper retractions and loss of author credibility and reputation. There are varying degrees of plagiarism warranting different consequences and corrective action, listed below from most to least serious:

- i. showing someone else's work as your own
- ii. copying words or ideas from someone else without giving credit
- iii. giving incorrect information about the source of a quotation
- iv. changing words but copying the sentence structure of a source without giving credit
- v. copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

**Conflict of Interest:** Any action that may result in a conflict of interest must be fully disclosed. When objectivity and effectiveness cannot be maintained, the activity should be avoided or discontinued.

**Disputes about authorship:** Proper authorship representation is generally a matter for the involved parties to resolve.

**Duplicate Submission:** Duplicate submission abuses the resources of all affected journals, including the valuable time of editors, reviewers, and staff, and is unprofessional and unacceptable.



**Fabrication or misrepresentation of data or results:** Any incidence of fabrication or misrepresentation to be an extremely serious breach of professional conduct, with potentially severe ethical and legal consequences. **(Guidelines to Check Plagiarism- Refer our website: [www.mgmuhs.com](http://www.mgmuhs.com))**

**Plagiarism Checker Software- URKUND:**

All Faculty Members and Students are encouraged to check for content plagiarism through online plagiarism checking software which are available in-house .

The institution checks for plagiarism of research and research publication, it is done through online software (URKUND). All Faculty Members and Students seeking for submission of Thesis, Dissertation and Publications are requested to submit the plagiarism report (maximum 10%) as per UGC norms vide ref no. D.O.No. F.1-18-2010 (CPP-22) dtd. 6<sup>th</sup> August 2018. The UGC guidelines are followed for the Plagiarism in Scientific Publications. **Excerpts from the Gazette no. F. 1-18/2010(CPP-II) 23rd July, 2018.**