॥ विद्या विनयन शोभते ॥

Janardan Bhagat Shikshan Prasarak Sanstha's

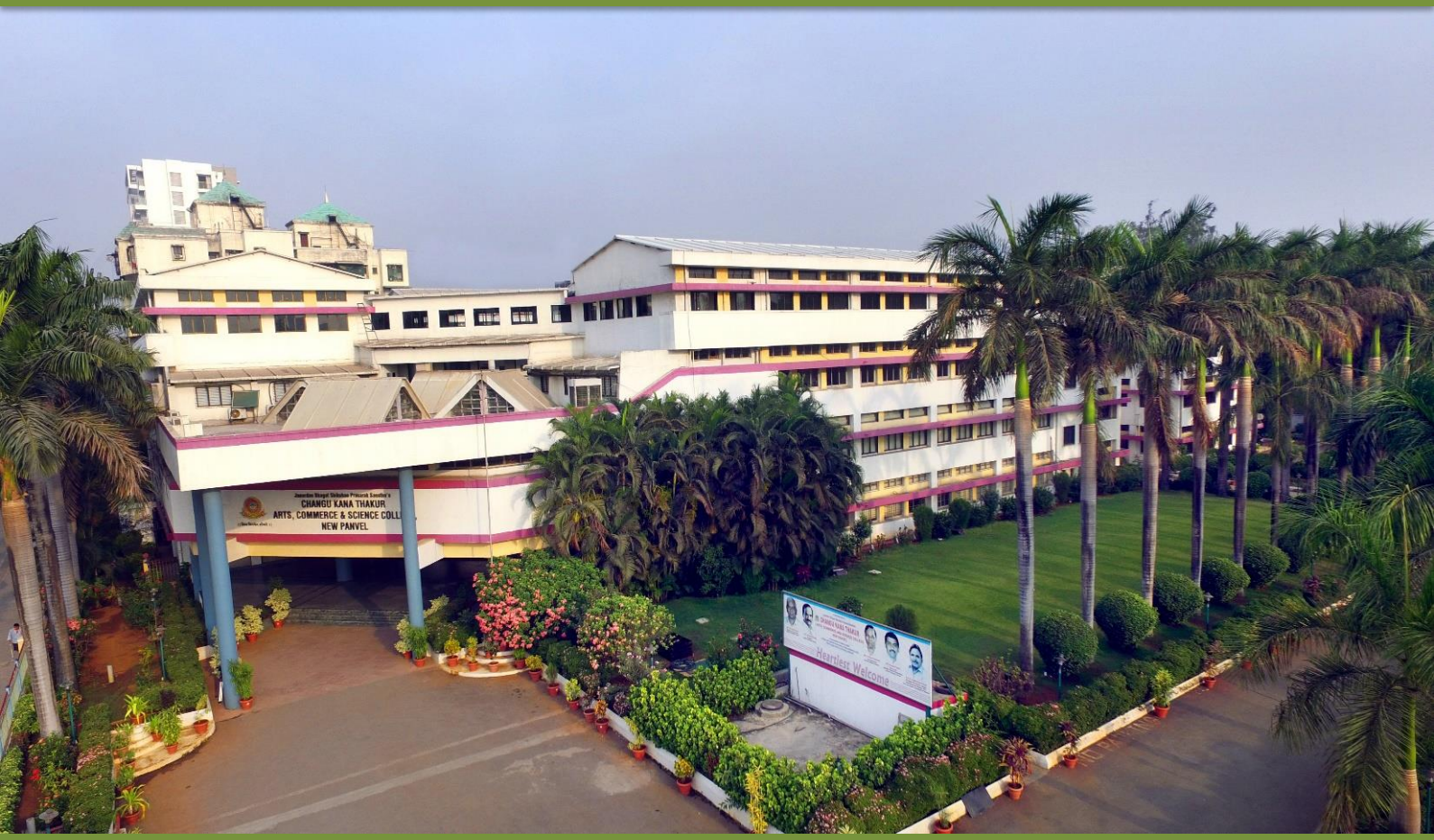
CHANGU KANA THAKUR

ARTS, COMMERCE AND SCIENCE COLLEGE, NEW PANVEL (AUTONOMOUS)

Re-accredited 'A+' Grade by NAAC (Third Cycle- 3.61 CGPA)
'College with Potential for Excellence' Status Awarded by University Grants Commission
'Best College Award' by University of Mumbai

Research Ethics Policy

Internal Quality Assurance Cell (IQAC)



Janardan Bhagat Shikshan Prasarak Sanstha's

CHANGU KANA THAKUR

Arts, Commerce and Science College, New Panvel (Autonomous)

Re-accredited A+ Grade by NAAC (Third Cycle-CGPA-3.61)
'College with Potential for Excellence' Status Awarded by UGC
'Best College Award' by University of Mumbai

Internal Quality Assurance Cell (IQAC)

Research Ethics Policy

Plot No. 01, Sector 11, Khanda Colony, New Panvel (W), Dist. Raigad,
Maharashtra, India- 410206
Phone: (022) 27464193, 27455760, 27461569 (Fax)
URL: www.ckthakurcollege.net

Janardan Bhagat Shikshan Prasarak Sanstha's

CHANGU KANA THAKUR

Arts, Commerce and Science College, New Panvel (Autonomous)

Re-accredited A^+ Grade by NAAC (Third Cycle-CGPA-3.61)
'College with Potential for Excellence' Status Awarded by UGC
'Best College Award' by University of Mumbai

Research Ethics Policy

Approving authority	College Development Committee (CDC)
Responsible Officer	IQAC coordinator
Document Location	http://www.ckthakurcollege.net.
Custodian	Principal
Year of Implementation	2020
Year of Revision	2022

Preface

The purpose of the Ethical Research Policy is to establish the principles and responsibilities for ethical conduct in research by the staff members and students undertaking research through Changu Kana Thakur Arts, Commerce and Science College, New Panvel (Autonomous). The institute values and protects academic freedom while safeguarding ethical principles in research such as respect for persons and their welfare and justice.

Ethical Guidelines to conduct Research

1. Good Research Practice

- Research is required to be conducted in conjunction with academic activities and should not be taken as an independent activity.
- Students and staff members may undertake research without institutional/departmental boundaries
- The researcher must share the data, ideas, tools, and resources, be open to criticism and new ideas.
- Contribution of each member in joint research must be acknowledged where ever applicable.
- No researcher should be forced or force others to undertake or participate in research that conflicts with either the researchers' or the participants' individual ethical principles.
- Researchers should prevent any social harm through research/study
- Ethical standards should be maintained by all researchers.
- All researchers must observe the standards of research practice set by scientific societies of respective discipline and must aware of all legal formalities associated with their research.

2. Publication ethics

- Plagiarism is strictly forbidden. Author is fully responsible for the plagiarism if it exceeds more than 10% and will liable for the action against it. Institution will not be held responsible for plagiarism.
- In case of multiple-authored publications, authorship should accurately reflect the contribution of each author

- All authors should agree with and approve the content of publication and take responsibility of accuracy and integrity of the work. The practice of honorary authorship will not be accepted.
- Funding agencies, collaborators and other direct or indirect assistance must be duly acknowledged.

3. Intellectual Property Right (IPR) Issues

- The researcher must respect patents, copyright rights, and other forms of intellectual property
- The intellectual property created by student/ researcher/ faculty developed by utilising the resources of the academic institution, or with the mix of funds, resources and/or facilities of the academic institution, will belongs to the institute.
- Researchers, who identify IPR should adhere to the code of practice on IPR.

4. Research involving Human Objects

- Approval from ethical committee is must for all research activities that include human participants as samples and publication of data related to the same.
- Approval from external regulatory bodies wherever required is necessary.
- Researchers should respect human dignity, privacy and autonomy.
- Researchers must avoid any damage and the risks and maximize the benefit.
- Valid informed consent from the participants is compulsory. Participants must aware of the nature of investigation and its anticipated consequences.
- Researchers must maintain confidentiality in personal information/data of the participants.
- Researchers must fulfil all legal requirements whenever necessary.

5. Research involving Animals

- Researchers who seek to perform animal study must take the approval from Committee for the Purpose of Control and Supervision on Experiments on Animals) CPCSEA, New Delhi. The guidelines mentioned by CPCSEA are available at- http://cpcsea.nic.in/WriteReadData/userfiles/file/SOP_CPCSEA_inner_page.pdf.
- During the research, assure quality maintenance and safety of animals used in the laboratory study.

- Safeguards on animal pain and suffering must be observed.
- Unnecessary or poorly designed animal experiments are not allowed.

Responsibilities of the Researcher

All researchers should ensure the environment of co-operation and openness in research. They should guide and motivate the students to foster the research culture in the institute. They should strictly adhere to the guidelines of the ethical policy to maintain the integrity of the research.

Prof. (Dr.) S. K. Patil
Principal and
Member Secretary,
College Development Committee
Changu Kana Thakur Arts, Commerce and
Science College, New Panvel (Autonomous)

Hon. Shri Ramsheth Thakur
Chairman
Janardan Bhagat Shikshan Prasarak Sanstha,
Panvel
and
Chairman, College Development Committee
Changu Kana Thakur Arts, commerce and
Science College, New Panvel (Autonomous)

C.K.T.A.C.S. College New Panvel AUTONOMOUS

Janardan Bhagat Shikshan Prasarak Sanstha's

CHANGU KANA THAKUR ARTS, COMMERCE AND SCIENCE COLLEGE, NEW PANVEL (AUTONOMOUS)

[Informed Consent form for _____ _____]

Title of Research Project:

_____

Research Overview in short

_____

_____

Name and Designation of Principal Investigator:

_____

Name and Address of Institution where research is to be conducted:

_____

I understand the following

1. I confirm that I have read and understand the information sheet about the research study attached herewith. I have had the opportunity to consider information, ask questions and researcher have answered satisfactorily.
2. I understand that my participation is voluntary and that I am free to withdrawat any time without giving reason.
3. I understand that information given by me can be used for further for publication in reports, research articles, or presentation by researcher.
4. I understand that my name will not appear in any form of publication.
5. I agree to take part in the above study.

_____ _____ _____

Name of Participant Date Signature

Name of the Principal Investigator

Statement by the researcher/person taking consent

I have accurately read out the information sheet to the potential participant, and to the best of my ability made sure that the participant understands that the following will be done:

1.

2.

3.

I confirm that the participant was given an opportunity to ask questions about the study, and all the questions asked by the participant have been answered correctly and to the best of my ability. I confirm that the individual has not been coerced into giving consent, and the consent has been given freely and voluntarily.

Name of Researcher/person taking the consent_____

Signature of Researcher /person taking the consent_____

Date _____

Day/month/year

PROFORMA FOR INFORMATION SHEET

Introduction

(Briefly state who you are and explain that you are inviting them to participate in the research you are doing. Inform them that they may talk to anyone they feel comfortable talking with about the research and that they can take time to reflect on whether they want to participate or not. Assure the participant that if they do not understand some of the words or concepts, that you will take time to explain them as you go along and that they can ask questions now or later.

Purpose of the research

Explain in lay terms why you are doing the research. The language used should clarify rather than confuse. Use local and simplified terms for a disease, e.g. local name of disease instead of malaria, mosquito instead of anopheles, "mosquitoes help in spreading the disease" rather than "mosquitoes are the vectors". Avoid using terms like pathogenesis, indicators, determinants, equitable etc. There are guides on the internet to help you find substitutes for words which are overly scientific or are professional jargon.

Type of Research Intervention

Briefly state the type of intervention that will be undertaken. This will be expanded upon in the procedures section but it may be helpful and less confusing to the participant if they know from the very beginning whether, for example, the research involves a vaccine, an interview, a biopsy or a series of finger pricks.

Participant selection

State why this participant has been chosen for this research. People often wonder why they have been chosen to participate and may be fearful, confused or concerned.

- ***Example of question to elucidate understanding:*** *Do you know why we are asking you to take part in this study? Do you know what the study is about?*

Voluntary Participation

Indicate clearly that they can choose to participate or not. State, what the alternative - in terms of the treatment offered by the clinic - will be, if they decide not to participate. State, only if it is applicable, that they will still receive all the services they usually do whether they choose to participate or not. This can be repeated and expanded upon later in the form as well, but it is important to state clearly at the beginning of the form that participation is voluntary so that the other information can be heard in this context. *(***Procedures and Protocol**

Describe or explain the exact procedures that will be followed on a step-by-step basis, the tests that will be done, and any drugs that will be given. Explain from the outset what some of the more unfamiliar procedures involve (placebo, randomization, biopsy, etc.) Indicate which procedure is routine and which is experimental or research.Participants should know what to expect and what is expected of them. Use active, rather than conditional, language. Write "we will ask you to…." instead of "we would like to ask you to….".

A. Unfamiliar Procedures

This section should be included if there may be procedures which are not familiar to the participant.

B. Description of the Process

Describe to the participant what will happen on a step-by-step basis. It may be helpful to the participant if you use drawings or props to better illustrate the procedures. A small vial or container with a little water in it is one way of showing how much blood will be withdrawn.

Duration

Include a statement about the time commitments of the research for the participant including both the duration of the research and follow-up, if relevant.

Risks

Explain and describe any possible or anticipated risks. Describe the level of care that will be available in the event that harm does occur, who will provide it, and who will pay for it. A risk can be thought of as being the possibility that harm may occur. Provide enough information about the risks that the participant can make an informed decision.

Benefits (Individual/Community)

Mention only those activities that will be actual benefits and not those to which they are entitled regardless of participation. Benefits may be divided into benefits to the individual, benefits to the community in which the individual resides, and benefits to society as a whole as a result of finding an answer to the research question.

Reimbursements

State clearly what you will provide the participants with as a result of their participation. WHO does not encourage incentives. However, it recommends that reimbursements for expenses incurred as a result of participation in the research be provided. These may include, for example, travel costs and money for wages lost due to visits to health facilities. The amount should be determined within the host country context.

Confidentiality

Explain how the research team will maintain the confidentiality of data, especially with respect to the information about the participant which would otherwise be known only to the physician but would now be available to the entire research team. Note that because something out of the ordinary is being done through research, any individual taking part in the research is likely to be more easily identified by members of the community and is therefore more likely to be stigmatized.

Sharing the Results

Where it is relevant, your plan for sharing the information with the participants should be provided. If you have a plan and a timeline for the sharing of information, include the details. You should also inform the participant that the research findings will be shared more broadly, for example, through publications and conferences.

Right to Refuse or Withdraw

This is a reconfirmation that participation is voluntary and includes the right to withdraw. Tailor this section to ensure that it fits for the group for whom you are seeking consent. The example used here is for a patient at a clinic.

Who to Contact

Provide the name and contact information of someone who is involved, informed and accessible (a local person who can actually be contacted. State also that the proposal has been approved and how.

Janardan Bhagat Shikshan Prasarak Sanstha's

CHANGU KANA THAKUR

ARTS, COMMERCE AND SCIENCE COLLEGE, NEW PANVEL (AUTONOMOUS)

Plot No.-1 and 4, Sector-11, Khanda Colony, New Panvel (W),
District- Raigad, Maharashtra, India, Pin-410 206
☎: (022) 2745 5760, 2746 4193, Fax: (022) 2746 1569
Super Fax: +91 9022933585
P.O. Box No.-133
Email: principal@ckthakurcollege.net
URL: www.ckthakurcollege.net