

Saint Claret College, Ziro

RESEARCH PROMOTION CELL

CODE OF ETHICS

This code expresses the ethical values of all staff engaged in academic and/or research activities at Saint Claret College, Ziro (permanently affiliated to Rajiv Gandhi University, Itanagar), who have committed themselves to:

- uphold the values of freedom, democracy, equality, human dignity and respect for diversity
- strive for distinguished scholarship, excellence in teaching, reputable research and innovation through leading, challenging, creating and exploring knowledge
- accomplish the above individually, through collective efforts and partnerships with communities

The purpose of the Code of Research Ethics is to guide staff engaged in academic and research activities to:

- (i) respect the human dignity and rights of all stakeholders.
- (ii) promote shared ethical values and fulfil all academic/research activities according to such values.
- (iii) uphold and promote individual, group, and institutional integrity when in the process of fulfilling the roles as teachers, Researchers, Mentors, and Advisors.
- (iv) create trust in the institution and the practice of academic and research.
- (v) this code can be amended from time to time to deal with other aspects of research duties.
- (vi) the pursuit of truth through free inquiry and open dialogue.
- (vii) just and fair treatment of human beings, other living beings, the environment, and society.
- (viii) complying with the ethical standards of research
- (ix) making no misrepresentation in the dissemination of research information and findings and not fabricating data or information.
- (x) designating authorship of consulted research sources clearly, accurately and justly and assigning authorship of research publications accurately and justly.
- (xi) committing no form of plagiarism.
- (xii) practicing or promoting no form of unfair discrimination in research.

Ethical Guidelines

1. SCCZ through its Research Promotion Cell (RPC) is committed to honouring the ethical imperatives of research and publication and hence, has a sound ethics policy in place, discussed, reviewed, and approved by the Institutional Review Board (IRB), and thereby adopted by the Management Council of Saint Claret College, Ziro.
2. The ethical policies are reviewed and updated regularly as the scope and nature of research and publication advances.
3. In order to ensure ethical imperatives of research and publication, the RPC provides regulations and flowcharts. Every ethical policy as applicable to research and publication in the field of humanities and sciences has been drafted in consultation with IRB regulations and recommendations, adapted to the contextual realities and limitations of Saint Claret College, Ziro. Wherever necessary, references and links are provided to every stakeholder in the research and publication process to inform of and train them in the ethical demands and procedural protocols.

A. Publication & Management Policy

4. The RPC welcomes and examines sponsored minor and major research projects from competent faculty in humanities sciences. Any projects of empirical, theoretical, clinical, and historical nature and those at the service of contributing to knowledge that graduates to wisdom are considered if they fulfil all required norms, ethics, and policy guidelines. However, researches that focus on the Northeast region of India, as part of the commitment of Saint Claret College, Ziro, towards furthering the quality of life in the tribal belt of Northeast India are especially welcomed.
5. Incorporating couple of modifications, SCCZ follows the APA Manual of Style (7th Edition) for all forms of researches and publications. The prospective investigators/authors may access the APA-SCCZ Style Checklist.
6. Submissions are accepted round the year. As a general policy, the deadline for submission of proposals for undertaking of research or publication in a given year will be THREE weeks before the deadline notified by a sponsoring agency.
7. Every submission will be subjected to plagiarism-check and review by the IRB.
8. Investigators/Authors will be notified of decision on acceptance for research project/publication within three months from the date of submission of the proposal.

B. Conduct and Presentation of Research

9. SCCZ accepts a research paper only if it has been conducted following the universally accepted standards of research with special care for fulfilling the specific research standards and procedures adopted by the respective professional research associations of the institution or country where the research is conducted.
10. Investigators/authors must ensure that the research is conducted following the sound ethical policies and procedures, especially honouring the DNH (Do No Harm) principle.
11. The research must be presented with transparency, responsibility, and accountability.
12. Investigators/authors must follow a well-articulated, streamlined, and detailed **Research & Presentation Guidelines** for authors, abiding the guidelines detailed in Section B of the *InterViews* journal's document containing guidelines for authors.

C. Authorship, Contributionship, & Conflict of Interest

13. SCCZ takes serious ethical imperatives concerning authorship, contributionship and issues of conflict of interest. Please see the detailed policy directives regarding these areas in the Section C of the *InterViews* journal's document/section dealing with guidelines for authors.

D. Review Policy and Process

14. Every research proposal or submission submitted is subject to plagiarism-check. On successful passing the check, the manuscript is sent to the IRB for review on the significance, authenticity, and validity of the research proposal.

E. Allegations of Misconduct

15. Research and publication misconduct includes, among other things, the following: plagiarism, citation and/or reference manipulation, data falsification, data fabrication, violation of DNH (Do No Harm), ethical non-compliance, simultaneous submission, conflict of interest – related issues not revealed and accounted for, guest/gift/ghost authorships, etc.
16. Plagiarism is normally checked by the use of recognized software. If the test fails, the proposed project/manuscript is rejected. If the level of plagiarism is noted below 10%, the RPC will bring it to the attention of the investigators/authors and ask them to rectify the error in ways free of plagiarism. If the investigator/author refuses to, the manuscript will be rejected.

17. For any misconduct identified, the procedural formalities as recommended in the specific flowcharts provided by COPE (Committee on Publication Ethics) will be consulted and in order to arrive at a viable solution in the given context and its limitations.
18. In all matters, respect for the dignity of the persons involved and the levels of confidentiality required by the matter will be honoured.



-----END OF DOCUMENT-----