

Policy on Ethical Practice

1.0 Introduction

1.1 This policy is based on the vision, mission and objectives of M. S. Ramaiah Institute of Management (MSRIM). This policy establishes the ethics to be set and followed in all research activities, initiatives and the culture within which all the faculty, students aim to conduct their research work.

1.2 It becomes essential, that the research activities and initiatives be done / undertaken in accordance within the ethical framework, that guide and lead the various aspects of business management, socio-economic-cultural and behavioral sciences based areas, its entire gamut of research activities and that is applicable to the faculty and students at MSRIM.

1.3 This policy has to be read along with other policies and related documents of MSRIM.

2.0 Aim and Purpose of the Policy

This policy provides clear guidance for the faculty and students who are involved in research activities. This policy aims to ensure that research activities at MSRIM conform to norms set. Further, the purposes are to

2.1 Set norms and benchmarks to protect the rights of person/s and groups with which the researchers get to interact.

2.2 Train and educate faculty and students in the area of ethical research work; help the researchers to focus and align themselves to the best of the practices relating to the ethical research work in terms of development, implementation and dissemination / publication.

2.3 Uphold ethical research culture at MSRIM, in which there is adherence to disciplined research along with elements like, scientific validity, social & scientific relevance, respect for the person and human dignity, avoidance of exploitation, are

showcased. Further, other elements like openness, effective leadership, honesty and accountability are enhanced.

3.0 General Procedures

3.1. All faculty and students at MSRIM must adhere with the guidelines in this policy. If an individual faculty or student decides to divert from these guidelines, that individual faculty or student must explain the reason/s for deviation in writing.

3.2. Research in MSRIM focuses on such areas such as Socio-economic-cultural, Management and Behavioural Sciences; and all research activities must be implemented in accordance institution protocols.

3.3. Suitable approvals of the concerned research protocol/s must be obtained from the Institutional ethics committee.

4.0 Ethical role of the Researchers

4.1 Researchers must confirm to ethical issues as in, informed consent, incidental findings, data protection, voluntariness, assessment of risks and benefits (nature and scope) and related issues.

4.2 A proper assessment must be conducted, based on which leads the researcher to the understanding and also must put up a plan to mitigate the potential risks (for individuals and communities/society alike), is to be adhered to.

4.3 Researchers must assess the harm (potential or otherwise) with respect to the social, scientific and educational relevance of the research activity

4.4 Researchers must seek ethical approval from the Institutional Ethical Review Committee before initiating the research protocol. Ethical committee approval for any research protocol must not be received retrospectively.

4.5 Researchers must possess a clear knowledge of the relevant research ethics and its review mechanisms concerning their research protocol.

4.6 Researchers must adhere to the outcomes / advice provided by the ethical review committee.



5.0 Principles of Ethical Research

5.1 Informed consent process

5.1.1 The researcher must exhibit necessary proof regarding the procedure of obtaining necessary informed consent from the subjects / participants of the concerned research project, as in

- a. The purpose, nature and duration of the research work;
- b. Voluntariness with regards to participation in the study;
- c. Confidentiality protection and limitations concerning the research work
- d. The right to decline to participate from the research work;
- e. Incentives (if any) for participation in any research work;
- f. Provision of the names and details of the responsible researcher and contact person(s) for questions about the research work;
- g. Participants should be informed that the data collected (from them) will be stored and encrypted.

5.2 Data protection and privacy

5.2.1 Major risks exist which are linked to the disclosure of a person's identity and insufficient protection of personal information, hence disclosure in any form is to be completely avoided.

5.2.2 Effort to be showcased and devoted to safeguard the participants' privacy and the confidentiality of data collected.

5.3 Conflict of interest

5.3.1 Research faculty and students involved in any research project must declare any conflicts of interest (potential or existing across the lifespan of the research project. Such conflicts must be reported immediately to the coordinator/s of the Research Cell and the Ethics committee, so appropriate actions can be taken, wherever relevant.

5.3.2 Due care and caution to be provided to the conflicts of interest (potential or otherwise) that may arise given the source of research funding. If found ambiguous, researchers must discuss with Head of the Department / Head of Institution



5.3.3 Conflicts of interest (potential or otherwise) must be looked into when researchers engage with peer research protocol-based review processes.

5.3.4 Research funds (Internal & External) must be handled as per the Institute's Financial Regulations policy.

5.4 Publication of research findings

5.4.1 Researchers must disseminate relevant research outcomes / findings with appropriate parties, unless issues of confidentiality arises.

5.4.2 During publishing of research outcomes, relevant reasonable caution to be taken, so as to ensure reports (published or otherwise) and public statements about research activities and performance are accurate, unambiguous and complete to the research work done.

5.4.3 The details of financial support received must be acknowledged in all relevant reports in order to acknowledge the support provided and also to ensure transparency, between the parties involved.

5.4.4 Researchers must apply the relevant principles of ethical research to all publications / dissemination of research (i.e., electronically or otherwise).

5.4.6 Researchers' (as per relevant contribution to the research project) contribution to the development of results; later with regards to the dissemination / publication should be appropriately acknowledged.

5.5 The following matters are deemed to be serious misconduct and perpetrators are open to disciplinary action by the Institute:

5.6.1 Researcher's failure to obtain appropriate ethical research permission to conduct the research activity.

5.6.2 Any or all kinds of unethical behavior in the conduct of research, across all areas / aspects of the research project.



5.6.3 The fabrication / falsification (including changing records), inappropriate disclosure with regards to any aspects of research project.

5.6.4 The distortion of research outcomes, (distortion or omission of data) in order to fit expected results.

5.6.5 A deliberate act to misinterpret the results.

5.6.6 The act of plagiarism of information in any sort of a way.

5.6.7 Misrepresentation or misquote of authors.

5.6.8 The act of claim of such results which have not been obtained.

5.6.9 Inappropriate attribution of authorship

5.6.10 Other serious misdemeanors in specific disciplines, e.g., departing from protocols approved by the Institute in human or animal experimentation

6.0 Institutional Ethics Review Committee

6.1. The Institutional Ethics Review committee must comprise of at least four members and are appointed by the Institute's Governing Counsel. This Institutional Ethics review committee acts as an advisory body to all concerned in the Institute.

6.2 The Institutional ethics review committee must comprise of one member who is an expert in ethics/philosophy and the other members of the committee must represent the specializations in the Institute.

6.4 The Governing Council is responsible for the adequate instrumentation, administrative and financial support of the Institutional ethics review committee.

6.5 The documentation of all ethical reviews performed by the committee pertaining to all research protocols / projects., must be systematically maintained.

7.0 Functioning of the Institutional Ethics Review Committee

7.1 The committee members must impartially apply the principles of ethical research, during the review of research protocols.



7.2 The committee members must take into consideration safeguarding and welfare of the participants / subjects along with researchers and staff involved in the research work.

7.3 The committee members need not review the scientific principles or application of research methods in the given proposed research protocol.

7.4 The members of this committee must refrain from the review process in which they are involved in any way. This is considered a conflict of interest and must be avoided.

8.0 Complaints Procedure

The Governing Council of Institute establishes the Institutional Ethical Review committee and provides a platform to advise on the ethical aspects of research. Thus, in case where a negative advice is provided (by an ethics committee) may be accepted or disregarded; further an request for consideration/appeal be placed against such an advice. The answer to such an request for consideration can be sought from other ethics committees (in other sister concerns in the campus).

9.0 Availability and Revision of Ethical Research policy

To ensure the act of transparency in all the activities of the research cell, copies of this policy be made available for study / understanding / usage. This document shall be amended periodically, to ensure that research at RIM, continues to be managed well and is in line with vision, mission and quality policy. This policy becomes effective from the date on which the Management approves it.

10.0 Contact

For questions relating to the Research policy, kindly reach out to –

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| Approved and issued by | Name : | Dr. Manasa Nagabhusanam |
| | Signature : |  |
| | Date : | 2/7/21 |

