

# SHARDA UNIVERSITY

32, 34, Knowledge Park-III, Greater Noida-201310 (U.P.)

## OFFICE OF THE REGISTRAR


SU/Reg/Notification/2021/06

January 13, 2021

### Notification

The Code of Ethics for Educational Research, 2020 is hereby notified for all concerned.

*This bears the approval of the Competent Authority.*

  
13.1.21  
(Ashok Kumar Singh)  
Registrar

To,

- All Deans of Schools

Copy also to (for kind information):

- Chancellor/ Pro-Chancellor/ ED
- Vice-Chancellor/ Pro-Vice-Chancellor(s)
- Controller of Examinations
- All the Deans of School of Studies
- Dean, Academic Affairs/ Students' Welfare/ Research and Chief Proctor
- All Directors/ PRO
- Finance Officer
- All OSDs/ Jt. Registrars/ Dy. Registrars/ Asstt. Registrars/ AOs
- Notification file



**SHARDA**  
**UNIVERSITY**  
*Beyond Boundaries*

## **Code of Ethics for Educational Research, 2020**

0	6-01-2021	Issued for Implementation
Rev.	Date	Description
SHARDA UNIVERSITY GREATER NOIDA		Code of Ethics for Educational Research

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## 1. Introduction

The Code of Ethics of the Sharda University articulates a common set of values upon which educational researchers build their professional and scientific work. The Code is intended to provide both the principles and the rules to cover professional situations encountered by educational researchers. It has as its primary goal of welfare and protection of the individuals and groups with whom educational researchers work. It also serves to educate educational researchers, their students, and others who would benefit from understanding the ethical principles and standards that guide educational researchers in their professional work. It is the individual responsibility of each educational researcher to aspire to the highest possible standards of conduct in research, teaching, practice, and service.

Adhering to a set of ethical standards for an educational researcher's work-related conduct requires a personal commitment to a lifelong effort to act ethically; to encourage ethical behavior by students, supervisors, supervisees, employers, employees, and colleagues; and to consult with others as needed concerning ethical problems. Each educational researcher supplements, but does not violate, the values and rules specified in the ethical standards based on guidance drawn from personal values, culture, and experience.

### 1a. Background

The University Code of Ethics sets forth the principles and ethical standards that underlie educational researchers' professional responsibilities and conduct. These principles and standards should be used as guidelines when/While examining everyday professional activities. They constitute normative statements of ethical behavior for educational researchers and provide guidance on issues that educational researchers may encounter in their professional work. Accordingly, the University time to time reviews its Code of Ethics to ensure that the Code continues to educate and guide the researcher for better professionalism and scientific work.



Sharda University's Code of Ethics consists of six Principles and specific Ethical Standards. This Code is accompanied by the Policies and Procedures of the Sharda University Ethics Committee, which describe the procedures for handling complaints of unethical conduct on matters pertaining to the activities and programs of Sharda University.

The Principles of the Code set forth for educational researchers the highest ideals of professional conduct. Educational researchers sometimes need to weigh competing or conflicting principles in specific situations, and they have a responsibility to engage in careful consideration of all relevant principles.

The Ethical Standards set forth rules for ethical conduct by educational researchers. Most of the Ethical Standards are written broadly in order to apply to educational researchers in varied roles, and the application of an Ethical Standard may vary depending on the context. Although the Ethical Standards aim to cover most of the situations encountered by educational researchers, yet they are not exhaustive. Any conduct that is not specifically addressed by this Code of Ethics is not necessarily ethical or unethical.

Sharda University's Code of Ethics embodies principles and standards of conduct expected out of the educational researchers in their professional roles. Standards of conduct may also be specified by laws and regulations, but it is the responsibility of University to specify the standards of ethical conduct expected out of the educational researchers.

Sharda University may review complaints of ethical misconduct related to the activities or programs of the University. Other bodies may choose to invoke these Ethical Standards in considering the professional conduct of educational researchers. Private or personal activities having no connection to or effect on educational researchers' performance of their professional roles are not covered by the guidance provided in the Code of Ethics.



## 2. Principles

The following Principles serve as a guideline for educational researchers in determining ethical courses of action in various contexts. Each one is essential, and together they exemplify the highest ideals of professional conduct.

### 2.1 Educational Autonomy, Integrity and Social Responsibility

**Educational autonomy** is the liberty to pursue the knowledge and conduct of research without any difficult intervention. Violating the recognized ethics of Educational Research degrades the reputation of the institution and thus considered as a severe offense. Educational researchers are honest, fair, and respectful of others in their professional activities viz, research, teaching, pedagogy, and service. Educational researchers do not knowingly act in ways that jeopardize the welfare of others. Educational researchers conduct their professional activities in ways that are worthy of trust and confidence.

**Educational integrity** involves Educational Research to follow an amplified proficient level, comprising applicable research scheme and structure, adhere to high-level research ethics, and comply with the requirements of professional and regulatory research guidelines and research ethics frameworks issues in appropriate fields. It is the commitment to trustworthiness, objectivity, admiration, accountability, and acceptability. Academia should create an ecosystem of mutual trust to encourage the free exchange of ideas and enable everyone to realize their full potential.

**Education Social responsibility** involves researcher's awareness of their professional and scientific responsibility to the communities and societies in which they live and work. They apply and make public their knowledge in order to contribute to the Science & Society. While undertaking the research, they strive to advance scientific and scholarly knowledge and to serve the mankind.

### 2.2 Institutional Responsibilities



The Vice Chancellor, Sharda University, Dean Research, Directors and Deans of the school are primarily accountable for encouraging and implementing a transparency/ **Transparent** Educational atmosphere full of decent high professional & ethical standards in Educational research. University expects from all members to build and preserve an atmosphere of mutual cooperation, exchange of ideas and development of Educational research skill. It is also anticipated from the Educational staff to provide the appropriate supervision and guidance to researchers based on the nature of their Educational disciplines and related research models. The appropriate training in research design, methodology, equipment use, data management, record keeping, data protection and publishing the research work is also expected.

### **2.3 Publication Practice and the University Central Repository**

The University encourages all the students, research scholars and faculty members to publish their research work in reputed peer reviewed journals by following the under mentioned points;

**Acknowledgement:** Authors must acknowledge the University in case they use Infrastructural facilities and other re-sources for their research work. This is applicable to all research documents such as PhD & PG thesis and UG projects/dissertations/research projects.

**Affiliation:** Authors must follow format for indicating affiliation as per the example given below.

*Department of Physics  
School of Basic Sciences and Research  
Sharda University  
Greater Noida, U.P. 201310, India*

**University Central Repository i.e. eZone:** The details of the published research papers in UGC CARE Group-I/ Group-II and Scopus, WOS, PubMed etc. must be included in the University's Central Repository. Details of the publications of books/ book chapters in edited volumes and research papers in national/



international conference-proceedings are also to be uploaded on the University repository.

## 2.4 Sharda University Ethics Committee

### A. The composition of Ethics Committee

S. No	Name of the Member	
1.	Dean, Research	<u>Chairperson</u> of the committee
2.	Associate Dean Research	Convener
3.	Associate Dean Academics	Member
4.	One Professor ( SET)	Member
5.	One Professor ( Medical)	Member
6.	One Professor ( Basic Sciences)	Member
7	One Professor ( Management)	Member
8	One from IQAC	Member

The tenure of the chairperson and committee members shall be for two years, which may be renewed once by competent authority.

### B. Responsibilities of the University Ethics Committee

To guide on compliance with the **University Code of Ethics for Educational research** on various educational activities of universities, conduct of research and its translation for further application.

To provide the guidance and support to faculty members, research scholars on ethical issues in Educational activities.

## 2.5 Adherence to the Ethical Standards

- Educational researchers have an obligation to be familiar with this Code of Ethics, other applicable ethics codes, and their application to educational research work. Lack of awareness or misunderstanding of



an ethical standard is not, in itself, a defense to a charge of unethical conduct.

- When educational researchers are uncertain whether a particular situation or course of action would violate the Code of Ethics, they consult with other educational researchers knowledgeable about ethical issues or with other organizational entities such as institutional review boards. They may also consult with the Ethics Committee as a source of information or guidance.
- Educational researchers do not file or encourage the filing of ethics complaints that are frivolous or solely intended to harm the alleged violator rather than to protect the integrity of the educational research profession and the public that is being served.

## 2.6. Misconduct in Educational Research

**Misconduct** in Educational research means (but not limited to) the following:

- **Plagiarism:** Intentionally copying idea/thoughts, text, data or other works (or any combination thereof) without consent and acknowledgement.
- **Piracy:** Intentionally exploiting the thoughts of others without proper permission and/or recognition.
- **Misinterpretation:** Unfairly signifying the thoughts or work of others, whether for personal or self-interest.
- **Fabrication and fraud:** Alteration of information related to research and consultancy/training, wrong information or citations in any formal Educational activity.
- **Professorial misconduct:** Arbitrary, prejudiced or exploitative teaching behavior.

### 2.6.1 Procedures for Investigation of Research Misconduct



#### **a) Commencement of actions**

Anyone can file a complaint about Educational misconduct to the Dean of respective school. Such complaints need to be reinforced by adequate evidences. The Dean will decide whether the claims are sufficient to warrant examination by the University Ethics Committee. The person who raised the complaint is required to submit the foundation for the accusation in writing.

The Ethics Committee may carry out:

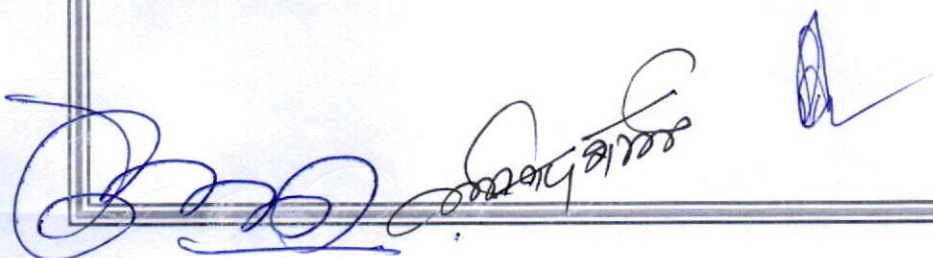
- A preliminary investigation to determine whether the allegations have sufficient content and warrant a more thorough investigation.
- Formal inquiries may include consultation or participation of external experts, if necessary.

#### **b) Investigation**

Wherever possible, the scrutiny will include inspection of all applicable records, comprising, but not limited to: associated research data; computer files; publications and related correspondence. For fair judgment, the external member may be invited. All individuals interviewed during the investigation, will be required to respect the personal nature of the investigation.


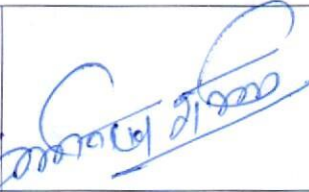



#### **c) Investigation report and recommendations**


The Ethics Committee will prepare a report based on the formal investigation and findings and submit to the Vice Chancellor, Sharda University. Based on the investigation report and the recommendations of the Ethics Committee, the appropriate action may be taken, which may include (but is not limited to):





1. Resubmission of the assignments or Educational works/PG & PhD thesis
2. Appropriate administrative action in the cases related to falsification, plagiarism and other unethical means in case of research publication etc.
3. In the cases related to UG, PG and Ph. D, necessary action may be initiated based on the severity of the unethical means.
4. A letter of condemnation may be issued which may or may not be recorded in the personal file.
4. Others (as per the decision/recommendation of the Ethics Committee)

				
<b>Prof. Bhuvnesh Kumar</b> Dean Research	<b>Dr. Manish Sharma</b> Asso. Professor, Member IQAC	<b>Prof. R M Mehra</b> Professor Emeritus	<b>Prof. VPS Arora</b> Professor Emeritus	<b>Prof. Girish Jammigumpula</b> Director-IQAC

  
12/01/2021  
Approved by VC