

NSHM KNOWLEDGE CAMPUS - KOLKATA GROUP OF INSTITUTIONS

MAKAUT COLLEGE CODE 277

ETHICS COMMITTEE

(EC) – 2018-2019

NOTICE

Memo No.: NKC/KOL-GOI/EC/001

Date: 01.07.2018

In compliance with the regulatory needs NSHM Knowledge Campus has established an Ethics Policy and a committee to ensure ethical practice as per the said policy, the Ethics Committee is hereby constituted with the following members:

SNo	Name	Designation	Position	Contact No
1	Dr. Subhasis Maity.	Director	Chairman	9903250735
2	Dr Shampa Chakraborty.	Professor	Convener	9903250722
3	Dr. Pritesh Devbhuti Member	Associate Professor	Member	8159834688
4	Dr. Sutapa Biswas Majee Member	Professor	Member	9830417751
5	Dr. Soujanya Pudi Professor & In-Charge, CLC Member	Professor	Member	9903881288
6	Dr Nilanjana Sinha	Associate Professor	Member	9051283174

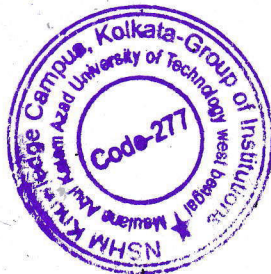
To: The Chairman and all Members of the above Committee

Copy to:

The Director – NSHM Knowledge Campus, Kolkata GOI with request to upload the same on the NSHM website.

for
Signature
11/7/18

Director
NSHM Knowledge Campus, Kolkata – Group of Institutions



NSHM KNOWLEDGE CAMPUS, KOLKATA

ETHICS POLICY

Section 1: Objective

NSHM Knowledge Campus, Kolkata, a premier Management & Pharmacy institute, is committed to developing best quality technical personnel with sound knowledge in basic principles, technical skills, innovative research capabilities and exemplary professional conduct to use the learnings for the benefit of society with the highest ethical values. The college is established to impart uninterrupted dissemination of knowledge to top-ranking students from all sections of the society. The college is responsible for cultivating higher values of honesty, integrity, responsibility, mutual respect for persons and property and respect for human rights.

To achieve this, appropriate guidelines are framed to enforce professional ethics in the personal conduct which will be binding on all the students and staff in the college. Institutional Ethics Committee is constituted to formulate Ethics Policy for the admission procedure.

Section 2: Institutional Ethics Committee

The Institutional Ethics Committee shall be comprised of senior faculty members from each department.

Section 3: Responsibilities of Institutional Ethics Committee

- Formulate Ethics Policy for NSHM Knowledge Campus, Kolkata.
- Report misconduct of Ethics Policy or non-compliance of ethical practices among students, faculty and staff to the Principal for taking necessary actions.
- Recommend actions on non-compliance of ethical practices among students, faculty and staff
- Propose corrective actions on report of non-adherence to the Policy.
- Make amendments and clarity to the Policy as and when required.

Section 4: Responsibilities of the Students

It shall be the responsibility of the students to:

- (i) read, understand and be aware of this Ethics Policy and subsequent amendments brought to this Ethics Policy.
- (ii) maintain the dignity of the classroom/laboratory during teaching.
- (iii) refrain from cheating in tests/exams and any kind of malpractices and misconducts causing disturbance to other candidates and invigilators.
- (iv) respect the laws of the country, the rights of individuals and conduct in a responsible and dignified manner at all times. One must show due respect to people while interacting for academic purposes by way of data collection, and surveys for student projects.

- (v) ensure that, the rights of an individual will be respected and their property and life will not be put under threat at any circumstances. Academic work must not pose a risk or danger to people or the environment. Necessary clearances and permits/licenses must be obtained while handling, storing and disposing of radioactive, toxic or harmful materials.
- (vi) behave and conduct themselves in the College Campus, hostels and premises in a dignified and courteous manner and show due respect to the authorities, employees, elders and fellow beings.
- (vii) follow ethical practices in publications/thesis/project reports etc. by checking plagiarism and by avoiding self-plagiarism. Be cautious to avoid so-called "predatory journals" which publish papers with minimal or no review. It is unethical to publish in such journals of this nature.
- (viii) carefully avoid data fraud and all unacceptable forms of data manipulation, such as or subtracting data points at will, editing images to produce a false result, creating images artificially and presenting them as data or using the same figure or table to describe different experiments. The conclusions claimed in a research paper must be genuine.
- (ix) honestly claim authorship of documents. The list of authors in research papers, reviews, books, monographs or policy documents should not be manipulated to give undue credit to those who have not contributed ("honorary authorship"), or deny credit to those who have contributed sufficiently.
- (x) improve the balance of under-represented sections and provide supportive environment by avoiding bias, favoritism and discrimination of any kind. Academic communities are enriched by the presence of people of different ethnicities, genders, religions, castes, tribes, socio-economic strata, affiliations, backgrounds and sexual orientations. There must not be direct or indirect bias or discrimination against any individual based on the above categories.
- (xi) respect fellow beings in every endeavor. Bullying in the workplace is a form of harassment that usually targets the most vulnerable members. This can include abusive language, frequent use of insults, threatening, sabotage of others' work etc. Such actions are highly unethical and are not acceptable.
- (xii) refrain from any sexual misconduct and/or gender-based harassment or discrimination.. It is everyone's responsibility to support a gender neutral and supportive environment to ensure equal participation of women in all academic activities.

Section 5: Responsibilities of Staff

It shall be the responsibility of the members of staff to:

- I. read, understand and be aware of this Ethics Policy and subsequent amendments brought to this Ethics Policy.
- II. maintain the dignity of the classroom/laboratory during teaching. Adherence to code of conduct and general discipline is highly essential. Students must be able to see role models and examples to follow in their teachers. An unbiased approach without discrimination of any kind to all students is essential in all academic activities which shall be inspiring and motivating any student to attain academic excellence and defined outcomes.
- III. respect the rights of individuals and to conduct in a responsible, unbiased and dignified manner at all times. One must show due respect to people while interacting for academic purposes by way of data collection, and surveys for student projects.
- IV. ensure that, the rights of an individual will be respected and their property and life will not be put under threat under any circumstances. Academic work must not pose a risk or danger to

- people or the environment. Necessary clearances and permits/licenses must be obtained while handling, storing and disposing of radioactive, toxic or harmful materials.
- V. behave and conduct themselves in the College Campus, hostels and premises in a manner.
 - VI. follow ethical practices in publications/thesis/project reports etc. by checking plagiarism and by avoiding self-plagiarism. Be cautious to avoid so-called "predatory journals" which publish papers with minimal or no review. It is unethical to publish in such journals.
 - VII. avoid data fraud and all unacceptable forms of data manipulation, such as adding or subtracting data points at will, editing images to produce a false result, creating images artificially and presenting them as data or using the same figure or table to describe different experiments. The conclusions claimed in a research paper must be genuine.
 - VIII. honestly claim authorship of documents. The list of authors in research papers, reviews, books, monographs or policy documents should not be manipulated to give undue credit to those who have not contributed ("honorary authorship"), or deny credit to those who have contributed sufficiently.
 - IX. improve the balance of under-represented sections and provide supportive environment by avoiding bias, favoritism and discrimination of any kind. Academic communities are enriched by the presence of people of different ethnicities, genders, religions, castes, tribes, socio- economic strata, affiliations, backgrounds and sexual orientations. There must not be direct or indirect bias or discrimination against any individual based on the above categories.
 - X. respect fellow beings in every endeavor. Bullying in the workplace is a form of harassment that usually targets the most vulnerable members. This can include abusive language, frequent use of Insults, threatening letters, sabotage of others' work, exploiting juniors for carrying out personal errands etc. Such actions are highly unethical and are not acceptable.
 - XI. refrain from any sexual misconduct and/or gender-based harassment or discrimination. It is everyone's responsibility to support a gender neutral and supportive environment to ensure equal participation of women in all academic and administrative activities.
 - XII. discharge all entrusted duties with utmost sincerity, dedication and ethical principles in executing responsibilities such as exam invigilation, timely completion of paper valuations, extra-curricular activities, charity works, consultancy projects, matters of public accountability etc. to name a few. It is extremely important to ensure participation of all members of staff in exam related duties with utmost vigilance and unbiased approach to prevent any attempts to mal practices during exam.

Section 6: Procedures for Corrective Action

This Policy is envisaged to employ procedures for dealing with allegations of research misconduct, as well as any other kind of misconduct as described in this document, against its staff and students.

(i) Corrective action:

If a publication or report/thesis is found to contain plagiarism or manipulated data, the concerned department must ensure that a correction or retraction is published in the same place as the original paper.

On the other side, if a decision is found to have been made based on a bias or conflict of interest, then it should be overturned and the process must be repeated from first step, if necessary.

In general, every effort must be made to ensure that an unethical action does not succeed in propagating false knowledge or incorrect decisions.

(ii) Punitive action

This covers not just misconduct involving data and publication, but also harassment, discrimination and other issues covered in this document. Such cases should be dealt with Students' Grievance Redressal Cell whereas if staff alone are involved, it shall be dealt with Ethics Committee. Punitive action communicates not just to the violator, but also to society at large, that unethical behavior is unacceptable. The degree of punishment should be carefully calibrated in proportion to the offence. First-time offenders, particularly, if the offence is minor or unintentional and the offender is inexperienced, may be let off with a warning. Serious, multiple or repeated offences must be treated with utmost seriousness. Large-scale ethical violations should be met with severe disciplinary action and, if appropriate, the Principal can take or recommend disciplinary action from higher authorities.
