

# **GOVERNMENT COLLEGE OF NURSING KOTTAYAM**

## **RESEARCH POLICY**

***Version :1***

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Principal  
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## **MESSAGE**

Government college of Nursing Kottayam has always been on the forefront and has played a vital role in generating and promoting nursing research of highest ethical standards in human research. The entire edifice on which the human research stand is on its adherence to the ethical principles. We the Government college of Nursing Kottayam has formulated the research policy based on national recommendations that would provide a directions to conduct human research with the desired ethical contours.

I look forwards to this document being widely referred and implemented in conducting nursing research of highest ethical quality that will benefit human society.

Signature



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**Research policy**  
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# **Research Policy- Introduction**

## **Preface**

The college is committed to promote a research culture among Faculty and students as basic long term research provides the foundation for future development of the Institution. The research policy of the college aims to develop and promote scientific basis and research aptitude of all students and faculty; to realize the vision and mission of the college and to identify research areas of academic, practical and socially relevant significance thus contributing to development of nursing profession.

It also aims at ensuring that the research activities of the college conform to all applicable rules and regulations of KUHS as well as to the established standards and norms relating to safe and ethical conduct of research. Our research policy provides a broad framework to the research activities:

## **Objectives**

The objective of this policy is to create an enabling environment within Government College of Nursing for Research and to state down the guidelines for research and ensure consistent interpretation of the same across Government college of Nursing. It is envisioned that research at our institution shall be expected to result in:

1. Proper coordination of all research activities of the college and aligning these to the vision and missions of the college and development goals
2. Identifying and informing researchers about the appropriate research opportunities announced by different academic, research, health care or government organizations.
3. Interdisciplinary research and establish modalities for preparing and undertaking joint research projects covering more than one knowledge domain as well as policies or involving external agencies/experts in such projects
4. Creating an awareness about patents and Intellectual Property Rights and motivate them to apply for it
5. Initiating for granting study leave, sabbatical leave, duty leave, seed money, reduction in workload, etc. to deserving faculty members for advanced research

6. identifying and establish linkages including MOUs for long term relationships with national and international research organizations for widening the scope of research opportunities and funding options available to the teachers and students of the college.
7. collaborations with International and national academic institutions of higher learning and promote linkage with Industry
8. Encouraging and facilitating the publication of the research works in reputed academic International / National journals and also to facilitate the presentation of the research work through academic events such as workshops/seminars/conferences.
9. Community oriented research initiatives and to transfer the research findings for the social and economic development of the community
10. Quality of all research activities of the college and to observe the highest standards of ethics and integrity in the conduct of their research, all researchers must follow the following Code of ethics.

### **Vision**

Quality patient care by value-driven nursing research.

### **Mission**

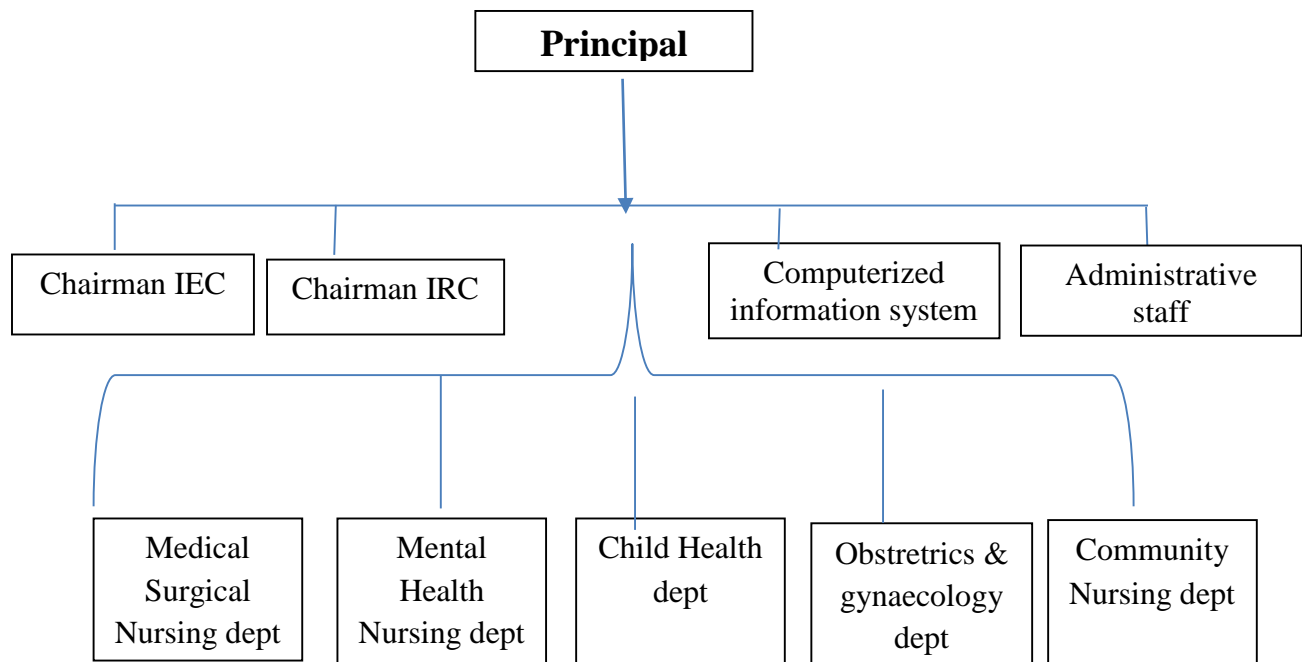
Committed to support nursing researcher with research formulation, coordination, and dissemination of research results, with a focus on patient safety, continuity of care, improvement of quality of patient care and ethical practices.

### **Philosophy and strategic plan:**

- Excellence in nursing care can be achieved through innovative research and through excellence in education of the nursing professionals.
- National and international Research workshops and conferences is essential to prepare next generation nurse researchers to improve the quality of nursing research in India.
- Training program in nursing research builds upon and extends competence acquired at the graduate levels, emphasizes application of relevant theories into Nursing practice and development of research skills.
- The centre prepares nurses for leadership position in nursing and health fields who can function as researchers in a wide variety of professional settings in meeting the National priorities and the changing needs of the society.
- Provide quality nursing care focusing on evidence based nursing practice.
- Provide high-quality education in nursing research
- Maintain and develop educational programs in nursing research that respond to the needs of health care in general and nursing in particular within state, the nation, and the world;

- Engage in research and other health sciences, nursing sciences and health care;
- Offer continuing education programs adapted to the professional upgrading and career advancement interests and needs of the post graduate and PhD students
- Make available to local communities and public agencies the expertise of the college of Nursing by being resource person for conferences in other institutions.
- Prepare highly educated and competent nurse researchers.
- Contribute to and disseminate the scholarly evidence-base in nursing and health care.
- To promote and strengthen the nursing research skills for better competence in nursing profession.
- scholarly activities that advance learning through the extension of the frontiers of knowledge in health care;
- Cooperate with health care, governmental, and related institutions to transfer knowledge in

### **Research ecosystem at Govt college of Nursing Kottayam**



#### **Custodian of Policy**

Principal, Govt college of Nursing Kottayam reviews the recommendations discussed in the IRC & IEC and updates the research policy. The Principal, Govt college of Nursing Kottayam will be the custodian of the research policy.

## **Undertaking Research**

Faculty members, PG and UG students of Govt college of Nursing Kottayam can undertake research activities leading to scientific publications, presentations in National/International conferences, generation of Intellectual property with potential for commercialization, which is beneficial for the society.

## **Research Management**

Overall management of research activities will be coordinated by the Principal, Govt college of Nursing Kottayam. IEC and IRB committees shall be responsible for the overall functioning of research activities. Each department's research activities are coordinated by the head of each department.

## **Code of Ethics for Research**

- All students pursuing research in the college are expected to maintain high standards of integrity, honesty and professionalism in respect of all the work undertaken by them.
- An ethics committee has been constituted and a Standard Operating Procedures (SOP) is adopted for monitoring research activities of the college.
- Since the college is affiliated to KUHS, the college follows the regulations of the University regarding plagiarism and malpractice in research.
- A Ph. D./ M. Phil. thesis submitted from the Institution is screened for plagiarism before it is accepted. Regarding paper publications, each student can avail the facility in the university to check for plagiarism
- Whenever a paper is to be published in peer reviewed journals, the journal will normally have a committee to check the originality in the content.
- An ethics committee has been constituted and a standard operating procedures (SOP) is adopted for monitoring research activities of the college. The objective of this SOP is to contribute to the effective functioning of the Committee by ensuring a qualitative and consistent ethical review mechanism for health and biomedical research involving human participants. SOP is detailed in **Annexure -**

### **Ethical guidelines**

All research involving human participants should be conducted in accordance with the basic and general ethical principles. The researcher and the team are responsible for protecting the dignity, rights, safety and well-being of the participants enrolled in the study. Ethical guidelines are specified in detail in **Annexure 4**

## **Registration policy for IEC**

It is ensured that EC processes are in place to safeguard the quality of ethical review as well as compliance with national/international and applicable regulations. ECs is registered with ----- . Efforts are made to seek recognition/certification/accreditation from recognized national/international bodies and kept updated on a continuing basis.

### **Members of EC:**

EC shall be multidisciplinary and multi-sectorial in composition.

The number of persons in an ethical committee shall be kept fairly small (8-12members).

- It is generally accepted that a minimum of five persons is required to compose Quorum.

The composition shall be as follows:-

1. Chairperson
2. Secretary
3. Legal expert
4. Clinical expert
5. Convenor SRC
6. Ward Member

(a) The Chairperson of the Committee shall be from outside the University.

(b) The Member Secretary shall be from any of Departments of the college and shall conduct the meeting of the Committee.

(c) The EC shall have as its members from other institutions or communities if required.

(d) There shall be adequate representation of age, gender, community, etc. in the Committee to Safe guard the interests and welfare of all sections of the community/society.

(e) Members shall be aware of local, social and cultural norms, as this is the most important social control mechanism. If required, subject experts could be invited to offer their views,

(g) All the members of the EC shall be appointed by the Principal of the college, , based on their competencies and integrity, and could be drawn from any public or private Institute from anywhere in the country.



## Institutional Ethics Committee members as on 17/08/2021

Sl no:	Name of members	Role function
1	Dr P Sukumaran	
2	Dr KP Jayakumar	
3	Dr Usha VK	
4	Adv Jayasankar G	
5	Mrs. Sulochanakumar	
6	Dr Liny Joseph	
7	Mr Arun Philip	

**Frequency of meeting :-**-----

### Standard Operating Procedures (SOP) for Research Ethics Committee

#### **Objectives:**

- The objective of this SOP is to contribute to the effective functioning of College Ethics Committee so that a qualitative and consistent ethical review mechanism for health and biomedical research is put in place for all proposals dealt by this Committee.
- This Committee shall follow the Indian Council of Medical Research (ICMR) Ethical guidelines for biomedical research on human subjects.

#### **Roles & Responsibilities**

##### ***Role of Ethics committee***

- The mandate of the EC shall be to review all biological research/research projects involving human subjects to be conducted under KUHS
- (Research Centres at Colleges/ Recognized Research Institutions), irrespective of the funding agency.
- EC Shall review and approve all types of research proposals involving human participants with a view to safeguard the dignity, rights, safety and well -being of all actual and potential research participants.
- The goals of research, however important, should never be permitted to override the health and well- being of the research subjects.
- The EC shall take care that all the cardinal principles of research ethics viz.

- Autonomy, Beneficence, Non - maleficence and Justice are taken care of in planning,conduct and reporting of the proposed research. For this purpose, it will look into the aspects of informed consent process, risk benefit ratio, distribution of burden and benefit and provisions for appropriate compensations wherever required.
- EC shall review the proposals before start of the study as well as monitor the research throughout the study until and after completion of the study through appropriate well documented procedures like annual reports, final reports, site visits etc.
- The committee shall also examine compliance with all regulatory requirements, applicable guidelines and laws.

### ***Principal***

- Manage and administer the Research Policy and evaluate them periodically.
- Overall coordination of faculty ,PG and UG research.
- Establish a system of scrutiny and approvals of intra-mural research proposals.
- Approve research funding.
- Supervise timely review of all projects (Intra mural and extra mural).
- Intellectual property rights protection.
- Institute training courses in research.
- Ensure awareness to the research members on international funding opportunities arising through various collaborations.
- Establish ethics in human research and ensure zero tolerance for breach of code.

### **Principal Investigator: Funded faculty research (SBMR/ other grants)**

- The PI will prepare the research project proposal in conformity with the rules, regulations and statutes of the funding institution and according to the policy of Govt. College of Nursing ,Kottayam.
- All funded proposals for research shall be submitted to the IRC through the principal Govt. College of Nursing, Kottayam.
- The PI shall be responsible for getting the project work completed satisfactorily within the sanctioned amount of research grant and project duration.
- The PI is responsible for the completion, accuracy, and timeliness of the research.
- The PI is responsible for ensuring that all financial aspects of the project are done in a timely manner .

## **Authority Under which IEC is Constituted**

- The Principal will be the authorized person to construct IEC and appoint its Chairman.
- The Chairman of the IEC, recommendations from the current IEC members will appoint all the members of IEC based on the qualification and experience to review and evaluate the science, medical aspect and ethics of the proposed study.

## **Membership Requirement**

- The normal term for IEC members including chairman will be for 2 years. At the end of two years the committee will be reconstituted and 50% of existing members will be replaced
- During the term, chairman can disqualify any member if the contribution is not adequate and, or there is long term non-availability.
- Member can tender resignation form IEC after giving at least one-month advance notice with proper reasons to do so.
- Chairman can replace the member of IEC as and when required with proper reasons.
- Each member is required to sign the declaration and confidentiality agreement regarding IEC activities. All members should maintain absolute confidentiality of all discussions during the meeting. The members of the IEC should declare conflict of interest.

## **List of documents to be submitted along with application for the IEC review**

- Project submission application form duly filled
- Letter to Member Secretary/ Chairperson
- IEC application Fee
- Summary of protocol (in not more than 500 words)
- Protocol
- Informed consent document in English
- Informed consent documents in Regional languages
- Patient/ Subject Questionnaire/s
- Signed and dated brief current curriculum vitae of the study team members (principal investigator, co-investigator, study co-coordinator)

## **Application procedure:**

- All proposals should be submitted in the prescribed application form, copies of which will be available from the Member Secretary.
- All relevant documents with check list should be enclosed with application form.
- Fifteen copies of the proposal along with the application and documents in prescribed format duly signed by the Principal Investigator and Co-investigators/Collaborators should be forwarded by the Head of the Department
- A fee of Rs -----/-
- The Member Secretary will acknowledge the receipt and indicate any lacunae. Missing information should be supplied within two weeks.

## **Research logistics**

This institution has an office for the research the, safe storage of records and conduct of meeting. Computers are available with the latest software for the data entry, tabulation and for statistical analysis.(SPSS version :26)

## **Misconduct in Research**

The following practices will be considered as research misconduct since they violate the principles and practices of research. Such offences are serious and subject to strict disciplinary action.

- Data fabrication,
- Research falsification
- Plagiarism , abuse of confidentiality
- Dishonesty in publication,
- Misuse of research funds, etc.

Research misconduct does not include honest error or honest differences in interpretations or judgments of data.

**Date of next review of research policy: 27.08.2024**

## **Conclusion**

Purpose of this policy is to safeguard the dignity, rights safety and well- being of the human participants involved in the research. This policy is to be followed by all researchers.