

# Code of Conduct

## Interactive Research School for Health Affairs (IRSHA)

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### 1. Introduction

The Code of Conduct outlined below applies to all members of the Interactive Research School for Health Affairs (IRSHA), including faculty, staff, students, researchers, and any other individuals affiliated with the institution. This code serves as a guide to maintain a respectful, ethical, and professional environment conducive to the pursuit of research and academic excellence at IRSHA, which is a Ph.D. and research center of Bharati Vidyapeeth (Deemed to be University), Pune.

### 2. Professional Conduct

#### 2.1 Integrity and Ethics

- a. All members must adhere to the highest standards of integrity, honesty, and ethical conduct in their research, teaching, and professional activities.
- b. Plagiarism, fabrication, falsification, or any other form of academic dishonesty is strictly prohibited.

#### 2.2 Respect and Collegiality

- a. All individuals must treat each other with respect, dignity, and fairness, fostering a supportive and inclusive environment.
- b. Discrimination, harassment, or any form of intimidation based on race, gender, religion, nationality, disability, or any other protected characteristic is strictly prohibited.
- c. Disagreements and conflicts should be handled in a respectful and constructive manner.

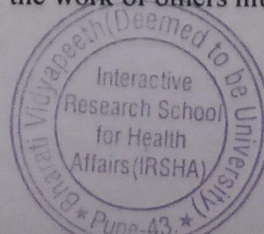
#### 2.3 Confidentiality and Privacy

- a. Members must respect the confidentiality of information obtained in the course of their work, including research data, personal information, and any other privileged or confidential information.
- b. Administrative office and non-teaching staff must handle confidential and sensitive information with utmost care and respect for privacy rights and unauthorized disclosure of confidential information is strictly prohibited.

### 3. Research and Academic Conduct

#### 3.1 Intellectual Property

- a. All members must respect intellectual property rights and abide by copyright laws, patents, and licensing agreements.
- b. Proper attribution and acknowledgment of the work of others must be given when using or referencing their ideas, data, or materials.





### 3.2 Research Integrity

- a. Researchers must follow recognized standards and best practices in the design, conduct, and reporting of their research, ensuring accuracy, objectivity, and transparency.
- b. Data collection, analysis, and interpretation must be carried out with rigor and honesty.

### 3.3 Collaborative Research

- a. Collaboration among researchers and students is encouraged, but credit and authorship must be assigned appropriately, giving due recognition to all contributors.
- b. All collaborative efforts must be conducted in a fair, respectful, and equitable manner.

## 4. Professional Responsibility

### 4.1 Compliance with Policies and Regulations

- a. All members must familiarize themselves with and comply with the policies, regulations, and guidelines set forth by IRSHA and Bharati Vidyapeeth (Deemed to be University).
- b. Any breaches or violations should be promptly reported to the relevant authorities.

### 4.2 Conflict of Interest

- a. Members must avoid any conflicts of interest that may compromise their professional judgment or impartiality.
- b. Any potential conflicts of interest must be disclosed and managed appropriately.

### 4.3 Use of Resources

- a. IRSHA's resources, including facilities, equipment, funds, and intellectual property, should be used responsibly, efficiently, and for authorized purposes only.
- b. Unauthorized use, misappropriation, or wastefulness of resources is strictly prohibited.

## 5. Enforcement

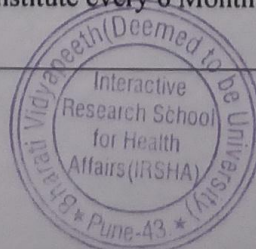
### 5.1 Reporting Violations

- a. Any individual who becomes aware of a potential violation of this Code of Conduct has a responsibility to report it to the appropriate authority within IRSHA.
- b. Reporting can be done to the respective Departmental Heads or directly to the Institute Head, if necessary, and protection against retaliation will be provided.

### 5.2 Investigation and Disciplinary Actions

- a. Reported violations will be promptly and thoroughly investigated.
- b. If a violation is substantiated, appropriate disciplinary actions will be taken, which may include counseling, reprimand, suspension, or termination, depending on the severity and recurrence of the offense.

The *Institutional Code of Conduct Monitoring Committee* (ICCMC) will monitor compliance with the code of conduct and will report to the Head of the Institute every 6 Months.





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### Enforcement Procedure and Reporting Mechanisms

*Institutional Code of Conduct Monitoring Committee (ICCMC), IRSHA, BVDU.*

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After a comprehensive committee discussion and agenda (ICCMC's Meeting on 14<sup>th</sup> Sep 2023) briefing with the Director of IRSHA, the tentative enforcement procedure was presented and subsequently finalized under the guidance and approval of the Director [Dr. A. C. Mishra], IRSHA. Here are the details:

#### **Step 1: Reporting Violation**

Any member of the institute may report a violation by submitting a written application to the respective Head of Department (HOD).

#### **Step 2: Investigation & Resolution**

The concerned HOD will promptly initiate an internal departmental investigation upon receiving a violation report. A detailed report will be prepared, outlining both resolved and unresolved cases along with their respective resolutions.

#### **Step 3: Reporting to the Head of the Institute**

The HOD must provide a written report to the Head of the Institute (Director, IRSHA) containing all pertinent details regarding the violation, including both resolved and unresolved cases.

#### **Step 4: Disciplinary Action**

The Head of the Institute will carefully analyze the detailed investigation reports received from the HODs and determine the appropriate disciplinary action. In instances where cases remain unresolved, the Head of the Institute may recommend them to the Institutional Code of Conduct Monitoring Committee (ICCMC) for an independent review. Potential disciplinary actions may include warnings, memos, and/or reporting to the BVDU head office.

It is important to note that disciplinary action will not only be taken against members found guilty of violating the code of conduct but also against those found guilty of making false claims of violations against other members.

