



St. Joseph's College of Commerce (Autonomous)

Affiliated to Bengaluru City University | Accredited with A++ Grade by NAAC in 4th Cycle (CGPA of 3.57/4)
College with Potential for Excellence (CPE) | Ranked 55th in NIRF 2024 by the Ministry of Education, Government of India
#163, Brigade Road, Bengaluru - 560025, Karnataka, India

St. Joseph's College of Commerce (Autonomous), Bengaluru Institutional Ethics Committee (IEC) - Policy and Guidelines

Preamble

St. Joseph's College of Commerce (Autonomous), Bengaluru, is committed to promoting academic integrity and ensuring the highest ethical standards in all research endeavors. In accordance with the University Grants Commission (UGC) guidelines, the institution has constituted a **Institutional Ethics Committee (IEC)** to oversee and facilitate research activities while maintaining **accountability, transparency, and social responsibility**.

2. Title and Scope

2.1 This document shall be known as the "Institutional Ethics Committee Policy and Guidelines" of **St. Joseph's College of Commerce (Autonomous), Bengaluru**.

2.2 The policy applies to:

- All research projects undertaken by faculty members (individually and collaboratively), students, and staff of the institution.
- Research funded by internal sources (institutional seed money) and external agencies.
- Research involving human participants, secondary data, institutional data, or any activity that has ethical, social, or financial implications for the institution.

3. Objectives of the Committee

- 3.1 To foster a culture of research excellence within the institution by encouraging innovative, impactful, and socially relevant research projects.
- 3.2 To ensure that all research conducted under the aegis of the institution adheres to accepted ethical standards, respects human rights and dignity, and complies with national and international guidelines.



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- 3.3 To review and approve research proposals, particularly those involving human participants, sensitive data, or external funding, with a view to safeguarding ethical integrity and institutional interests.
- 3.4 To monitor ongoing research projects for compliance with ethical norms, institutional policies, and the conditions imposed by funding agencies.
- 3.5 To build capacity among faculty members and students in research methodology, research ethics, publication ethics, and good academic practices through workshops, training programmes, and seminars.

4. Composition of the Committee

The Institutional Ethics Committee comprises the following members:

Sl. No.	Name of the Member	Designation/Position	Category
1	Dr. Charles Lasrado, SJ	Principal	Chairperson
2	Dr. Sridhar L. S.	Assistant Research Director	Secretary
3	Mr. Raj A. Sadhwani	Registrar	Internal Member
4	Dr. Ruqsana Anjum	Associate Professor	Internal Member
5	Dr. Nischitha K	Head – Department of Commerce	Internal Member
6	Dr. Rathi David	Vice-Principal – I	Internal Member
7	Dr. D. Raja Jebasingh	Liaison Officer	Internal Member
8	Dr. Shanu N. Nazar	Assistant Professor	Internal Member
9	Dr. K. N. Lakshmipathi	Librarian	Internal Member
10	Fr. Dr. Anthony Dass, SJ	Vice President, Indian Social Institute, Bengaluru	External Member
11	Dr. Pauline Priya	Principal, St. Joseph's College of Law, Bengaluru	External Member



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4.1 The Chairperson shall provide overall leadership and ensure that the committee discharges its mandate in alignment with institutional and regulatory expectations.

4.2 The Secretary is primary liaison between the committee and stakeholders within the institution.

4.3 The term of office for members, procedures for addition or replacement of members, and inclusion of external experts (if required) shall be as per institutional regulations and administrative orders issued from time to time.

5. Functions & Guidelines

5.1 Promoting Research Excellence

The Committee shall:

1. Encourage and facilitate high-quality research among faculty and students.
2. Oversee the implementation of the **Institutional Research Grant and Seed Money Policy**.
3. Evaluate institutional research proposals for merit, originality, and ethical compliance.
4. Recommend research projects for internal and external funding.

5.2 Ethics Review and Approval

1. All research proposals seeking internal or external funding must be submitted to the IEC for ethical clearance.
2. The **Principal Investigator (PI)** holds sole responsibility for the proposal's content, compliance, and execution.
3. The PI may include **Co-Investigators** from within the institution. Inclusion of external Co-Investigators requires prior approval from the Chairperson of the IEC.
4. Clearance from the **Assistant Research Director** is mandatory to verify plagiarism and AI-generated content levels in the proposal. The acceptable similarity threshold shall align with institutional and funding agency standards.



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5. A **Forwarding Letter** for funding submission shall be issued upon fulfillment of all institutional and funding agency requirements. If the funding agency mandates the institution's full responsibility for project monitoring, the same shall be approved at the management's discretion.
6. Upon acceptance of a proposal by an external funding agency, the PI is obligated to complete the project within the stipulated timeframe.
7. If the PI resigns or leaves the institution before completion, the institution reserves the right to withhold a **No Objection Certificate (NOC)** and require reimbursement of unutilized or disbursed grant funds to the concerned agency.
8. Both PI and Co-Investigators must adhere to all procedural and documentation formalities as per institutional policy.

5.3 Monitoring Research Activities

1. The Committee shall periodically monitor all ongoing research projects for progress, ethical adherence, and financial utilization.
2. Review mechanisms shall ensure that research outputs align with institutional standards of quality and publication ethics.
3. Department-wise research output and publication quality will be evaluated regularly.
4. Faculty shall be encouraged to publish in reputed and indexed journals, including **SCOPUS, Web of Science, and ABDC**-listed publications.
5. The Committee will facilitate collaborations with reputable publication houses and research networks to enhance publication quality.

5.4 Capacity Building

1. The IEC will organize **workshops, training programs, and seminars** focusing on research methodology, publication ethics, and academic integrity.
2. Faculty participation in research-related events such as conferences, FDPs, FIPs, and symposia shall be encouraged and supported.



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3. Faculty members may apply for **financial reimbursement** for participation or paper presentation.
4. Reimbursement will be processed upon submission of participation or presentation certificates through the **ERP (EXAT Module)**.
5. The **Research Centre** shall verify and upload the certificates to confirm eligibility for payment processing.

6. General Guidelines

1. All institutional research activities must align with UGC/ICSSR/NAAC and other national ethical/ranking standards.
2. Misconduct in research—including plagiarism, data fabrication, or inappropriate authorship—will result in disciplinary action per institutional norms.
3. The Committee's decisions shall be final and binding with respect to ethical clearance and monitoring.
4. This policy shall be reviewed every three years or as directed by the Chairperson based on updated UGC or statutory guidelines.



Charles Lasrado, SJ
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