

(Approved in the 16<sup>th</sup> Governing Body meeting held on 07/05/2017)

### **1. Introduction and purpose**

The motto of the SVS Group of Institutions is 'Creating Value and Leveraging Knowledge'. The mission of the University is to embrace the ethics of discovery, to inspire and encourage research by acquiring, investigating and developing knowledge for the good of society, and to ensure that all research is carried out in accordance with ethical principles.

The paramount principle governing all the research activities at SVS GROUP OF INSTITUTIONS Tech involving human participants, personal data and human tissue is to respect the participant's dignity, rights, safety and well-being.

### **2. Participant's rights**

Participants have a right, as a principle of research ethics, to:

- a) be fully informed about how and why their data will be collected and used as part of a research project, and by whom;
- b) consent to participate, withdraw from, or refuse to take part in research projects;
- c) maintain confidentiality (personal information or identifiable data should not be disclosed without participants' consent);
- d) ensure security of their data (data and samples collected should be kept secure and anonymised wherever appropriate);
- e) guarantee safety (participants should not be exposed to unnecessary or disproportionate levels of risk), and;
- f) Request for erasure of their data if and when it is no longer required for research purposes.

### **3. Researchers' obligations**

Researchers have an obligation to ensure that their research is conducted with:

- honesty;
- integrity;
- minimal possible risk to participants and to themselves; and
- Respect for other people, their values and their cultures.

Guidance on the interpretation and application of these principles is detailed in this Policy document. The principles and requirements outlined in this Policy reflect the principles of research ethics but do not displace a researcher's obligation to comply with any relevant legal and regulatory requirements and their responsible management. Ethical research is therefore a matter of being risk aware, not risk averse. This policy specifies an ethics review procedure that is evolved to academic departments.

#### 4. INTRODUCING RESEARCH ETHICS

The University's definition of research is as stated in the SVS Group of Institutions Research Policy Document of SVS Group of Institutions 2022. This applies to all research undertaken by, or on behalf of, the University, across all academic disciplines of SVS GROUP OF INSTITUTIONS.

The University's Ethics Policy Governing Research Involving Human Participants, Personal Data and Human Tissue, applies only to research involving human participants, personal data and human tissue.

#### 5. RESEARCH ETHICS AT SVS GROUP OF INSTITUTIONS

The University's Ethics Policy Governing Research Involving Human Participants, Personal Data and Human Tissue recognizes that the responsibility for maintaining ethical conduct lies, in the first instance, with researchers themselves. If researchers do not take responsibility for the ethical conduct of their own research, defensible research ethics will be an unrealizable goal. To this end, responsibility for operating the University's Ethics Review Procedure, informed by the Policy, is devolved to academic departments and funding units.

This means that the formal ethical review of research proposals involving human participants, personal data or human tissue is carried out within the broad parameters provided by this Policy and the Research Ethics Approval Procedure.

The University Research Ethics Committee is responsible to the University's Academic Council for: Reviewing the Ethics Policy Governing Research Involving Human Participants, Personal Data and Human Tissue every 3 years and reporting its findings to the University's Academic Council;

- Offering guidance within the University on the interpretation of the Policy;
- Resolving disputed or uncertain ethics approval decisions;
- Auditing and accrediting the ethics review arrangements in place on at least a 3 yearly basis, and monitoring the ethics review arrangements.
- In the event of concerns arising about whether a research proposal or ongoing research activity complies with the Policy, suspending the approval process, or the research activity in question, pending further investigation;
- Actively promoting awareness and knowledge of the Policy, and research ethics more generally, within the University via training events and other activities;
- Keeping abreast of externally-driven developments, policies and regulations concerning research ethics, and ensuring that the University meets all

necessary requirements;

- Providing advice on any ethical matters relating to research that are referred to it from within the University.

## 6. SCOPE AND APPLICABILITY OF THE RESEARCH ETHICS POLICY

- The University's Ethics Policy Governing Research Involving Human Participants, Personal Data and Human Tissue applies to:
- All faculty and students who conduct, or contribute to, research activities involving human participants, personal data or human tissue, whether these take place within or outside University premises and facilities, or are part of a work placement undertaken in fulfillment of a University degree award; and
- all individuals who, although they are not members of the University, conduct, or contribute to, research activities involving human participants, personal data or human tissue that take place within University premises and facilities.

## 7. RESEARCH ETHICS APPROVAL PROCEDURE

The University's approach to research ethics requires that all research involving human participants, personal data, or human tissue should be reviewed, and research ethics approval obtained, before data gathering commences.

### APPROVAL PROCESS

**Approved:** A letter of approval will be issued to the PI with indication of the ethics approval period granted.

**Conditionally Approved:** The approval letter will be issued with comments/concerns need to be satisfactorily addressed.

**If Approval is Not Given:** The Committee will specify its comments/recommendations on the notification to the PIs of protocols which are not approved.

**Reconsideration of Decision:** The Committee will further consider the resubmitted proposals according to the Committee's recommendations.

The formats and guidelines for the various R&D activities as envisaged in the aforesaid provisions made in this document shall be prepared and approved by the competent academic bodies of the University from time to time. The approved guidelines are shared with the faculty time to time.

Director, R&D

SVS Group of Institutions  
PRINCIPAL

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