



RV Institute of
Management®

Research Ethics Review Board (RERB) Constitution, Function and Procedure (REVISED)

Following ICMR guidelines (2017) for biomedical and health research, Guidance Document on Good Academic Research Practices by the UGC (August 2020), UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations 2018, and the best practices followed by reputed institutions especially RV University, RVIM has constituted a Research Ethics Review Board (RERB).

The Research Ethics Review Board shall consist of a Chairperson, Convener and internal and external members as detailed below:

- Chairperson - Director (1)
- Member Secretary - Convener of the Research Centre (1)
- Members - Any Two Senior faculty members as nominated by the Director (2) and three external members (3)

The tenure of the members of RERB shall be for three years (2023-2026).

Members of Research Ethics Review Board and Term (2023-26)

1. Dr. Purushottam Bung: Chairperson
2. Dr. Padmalini Singh: Convener, Centre for Research and Consultancy

INTERNAL MEMBERS

3. Dr. Noor Firdoos Jahan: Internal Member
4. Dr. Tamizharasi: Internal Member

EXTERNAL MEMBERS

5. Dr. Lakshmi Arya Thathachar (History and Philosophy): External Member (Dean-Research, School Of Law, RV University)
6. Dr. Anjana Reddy (Legal Expert): External Member (Principal, RV Institute of Legal Studies)
7. Dr. Keerthi Kishore S. (Applied Psychology): External Member (Assistant Professor, School Of Liberal Arts and Sciences)

Quorum requirement for RERB

- A minimum of five members should be present in the meeting room.
- Minimum one non-affiliated member should be part of the quorum.
- No decision is valid without fulfilment of the quorum.

Conflict of Interest

Every member who participates in a decision-making process must sign a Conflict of Interest Statement (**Annexure 1**) stating that none of his or her relatives, students, collaborators, group members, or institutional members will be taken into consideration during the proposed decision-making meeting. All committees involved in the work of RVIM, i.e., institutional concerns and tasks like research funding, nominating for awards and prizes, etc., should follow this practice. Conflicted individuals may withdraw voluntarily from committee deliberations.

Functions:

- a) To formulate Research Ethics Policy for RVIM and get it approved by RERB.
- b) To review the ethical safeguards of the proposed PhD research before data collection.
- c) To report breaches of Ethics Policy or non-compliance of ethical practices among PhD scholars, students, faculty and staff to the RERB for taking necessary actions.
- d) To recommend actions on non-compliance of ethical practices among PhD scholars, students, faculty and staff
- e) To make amendments and clarity to the Policy as and when required.
- f) All the research carried out by faculty and students at RV Institute of Management must comply with Research Ethics Policy of RVIM. All research work shall be vetted by RERB, depending on:
 - No review is required for research that does not involve collection of data from human or animal subject
 - RERB review is exempted for the research that involves collection of data from human subjects (adults who can provide informed consent) and collects and stores it anonymously.
 - Expedited application to RERB is required for the research that involves collection of data from human subjects (adults who can provide informed consent) and requires to collect/store identity of the subjects OR collect audio/video/images/recording of subjects.

- Full application review will be required for the research that involves collection of data from minors, prisoners, fetuses, pregnant women, seriously ill, mentally or cognitively compromised adults, OR research involves study of animals (vertebrates) either captive or in open environment.
- Any classroom assignment or project related to research does not require RERB approval unless faculty or student wish to publish their research in public domain.

Procedure:

- The RERB will meet as and when required to screen proposals for research by Ph.D. candidates and academic staff.
- Expedited applications shall be reviewed and returned to the researcher within three weeks of submission.
- Full applications shall be reviewed and returned to the researcher within six weeks of submission.
- Exempt and Expedited applications can be reviewed by any two members of the RERB. If there is a conflict, a third member's opinion will be solicited.
- Full applications will require a quorum of 5 members including the Chairperson and Member Secretary and also a subject matter expert.
- The internal members of the committee shall screen the proposals before they are circulated to external members.
- **Grievance Redressal Mechanism:** The Head of the Institution would look into the improper conduct in all the matter pertaining to the research. While raising the grievance, the person having grievance can contact the Head of the Institution who is also the Chairperson of RERB and file his grievance. Based on the gravity of the case HOI will take appropriate measure to resolve the grievance. Any researcher who disagrees with the HOI's action/advice/sanction/decision may file an appeal with the Research Ethics Review Board (RERB) for Grievance Redressal. One non-affiliated member and two affiliated internal members should be part of the quorum. The RERB's decisions is final and enforceable to all parties.

Promotion of the Research Ethics Policy

The college shall to publicize the Research Ethics Policy by circulating among the research guides / supervisors, registered research candidates, teaching staff of the college as well as by

publishing in the college website in a prominent manner so as to attract the attention of the interested persons.

(Annexure 1)

Conflict of Interest Statement

By signing this document, I certify and agree that none of my students, relatives, partners/collaborators, colleagues, group members, or institutional members is/are taken into consideration during the suggested meeting.

S. No.	Name, Designation and Institutional Affiliation of the Member	Signature	Remarks (viz. recused due to Conflict of Interest etc.)
1			
2			
3			

(Signature of Chairperson of the Committee)

Name:

Designation:

Institutional Affiliation:

Date:

Place:

Note: Any member can ‘recuse’ oneself from the meeting because of a potential conflict of interest and same need to be recorded in remarks section.