

MAHATMA GANDHI INSTITUTE OF TECHNOLOGY (AUTONOMOUS)

MAHATMA GANDHI INSTITUTE OF TECHNOLOGY RESEARCH AND DEVELOPMENT CELL CODE OF ETHICS FOR RESEARCH

MGIT aspires to be in league of institutes that carry out advanced scientific and technological research and education. The college values academic integrity and is committed to fostering an intellectual and ethical environment. Academic Integrity encompasses honesty, responsibility, and awareness of the ethical standards for the conduct of research and scholarship. The college believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for the success of the college and its research missions, and hence, violations of academic integrity constitute a serious offence.

1. Scope and Purpose

Academic Integrity, which forms an integral part of the Code, applies to all faculty & students at the Institute. The purpose of the policy is twofold:

- i. To clarify the principles of academic integrity.
- ii. To provide examples of dishonest conduct and violations of academic integrity.

Failure to uphold these principles of academic integrity threatens both the reputation of the college and the value of the degrees awarded to its students. Every member of the college community, therefore, bears a responsibility for ensuring that the highest standards of academic integrity are upheld. The principles of academic integrity require that the faculty, student:

- i. properly acknowledges and cites the use of the ideas, results, material, or words of others.
- ii. properly acknowledges all contributors to a given piece of work.
- iii. makes sure that all work submitted is his or her own in a course.
- iv. produces academic work without the aid of impermissible materials or impermissible collaboration.
- v. obtains all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.
- vi. respects the integrity of other students and their right to pursue educational goals without interference. This requires that a faculty or student neither facilitates academic dishonesty by others nor obstructs their academic progress.

2. Good Practice for faculty pursuing research

Some of the practices and attributes that researchers must possess and exhibit that are deemed key for undertaking good research are.

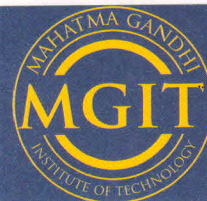


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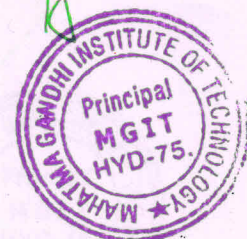


- ❖ Sincerity and Dedication: Every researcher should be sincere in the work culture. They should be dedicated and devote their time only to research works.
- ❖ Honesty: Refers to being accurate and truthful about oneself, one's work, and in acknowledging the work of others; reporting all the findings; and making valid interpretations and claims.
- ❖ Rigor: choose, and adhere to appropriate methods; draw conclusions; and communicate the results.
- ❖ Transparency: report data collection methods; analyse and interpret data; and make findings widely available, including to the public.
- ❖ Respect and care: exhibit care for all research participants and the environment. Conduct respectfully towards other scholars, staff, and faculty.
- ❖ Trust: Exhibit mutual trust to encourage the free exchange of ideas.
- ❖ Fairness: Ensure fairness in institutional standards, practices, and procedures as well as in interactions between members of the research groups.
- ❖ Responsibility: Uphold high standards of conduct in learning, teaching, and research responsibly for promoting academic integrity, among all members of the institute.
- ❖ Legality: Observe valid legal norms related to the conduct and publication of research, particularly in relation to copyright, the intellectual property rights of third parties, the terms and conditions regulating access to research resources, and the laws of libel.

3. Research Funding

Financial assistance is a matter of pride and privilege for a researcher. The utmost care must be exercised by a researcher to

- ❖ familiarize themselves with the terms and conditions of any funding agreement (grant or contract and whether from public, government funding bodies, industry, or other), to ensure that they fully understand the implications of those terms.
- ❖ agree to and accept the terms and conditions of their research funding organization. Once the funding has been accepted, researchers must ensure that they observe and fully comply with the terms and conditions of any grant or contract.
- ❖ adhere to all Financial Regulations and Procedures including those related to purchasing or procurement of materials, equipment, or other resources for research, the hiring of research project staff, and expenses.
- ❖ use and manage financial resources responsibly and sustainably and following the terms and conditions of the funding agency and the Institute.
- ❖ co-operate with any financial monitoring and audit. Any concerns, irregularities, or events which can result in unforeseen financial consequences, should be reported to the supervisor and the Institute as soon as they become apparent.



4. Plagiarism

It includes the use of material, ideas, figures, code or data as one's own, without appropriately acknowledging the original source. This may involve the submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself. Examples of plagiarism include:

- a. Reproducing, in whole or part, text/sentences from a report, book, thesis, publication or the internet.
- b. Self-plagiarism which constitutes copying verbatim from one's own earlier published work (data, illustrations, figures, images) in a journal or conference proceedings without appropriate citations.
- c. Taking material from class notes or incorporating material from the internet graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources into one's class reports, presentations, manuscripts, research papers or thesis without proper attribution.
- d. Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.

There is a plagiarism checking software available with the institute. The faculty should check the research paper, report or M. Tech thesis for plagiarism using such software.

Cheating: It includes, but is not limited to:

- a) Copying during examinations, and copying homework, assignments, term papers, theses or manuscripts.
- b) Allowing or facilitating copying or writing a report or taking an examination for someone else.
- c) Using unauthorised material, copying, collaborating when not authorised and purchasing or borrowing papers or material from various sources.
- d) Fabricating or falsifying (manipulating) data and reporting them in thesis and publications.
- e) Creating sources or citations that do not exist.
- f) Altering previously evaluated data and resubmitting the work for re-evaluation.
- g) Signing another student's name on an assignment, report, research paper, thesis, or attendance sheet.

Guidelines for academic conduct are provided below to guard against negligence as well as deliberate dishonesty.

- i. Use proper methodology for experiments and computational work. Accurately describe and compile data.
- ii. Carefully record and save primary and secondary data such as original pictures, instrument data readouts, laboratory notebooks, and computer folders. There should be minimal digital manipulation of images/photos; the original version should be saved for later scrutiny if required, and the changes made should be clearly described.



- iii. Ensure robust reproducibility and statistical analysis of experiments and simulations. It is important to be truthful about the data and not to cherry pick data: omitting some data points to make an impressive figure.
- iv. Laboratory notes must be well maintained in bound notebooks with printed page numbers, which can be checked during publications or patents. The date should be indicated on each page.
- v. Write clearly in your own words. It is necessary to resist the temptation to “copy and paste” from the Internet or other sources for class assignments, manuscripts, and thesis.
- vi. Give due credit to previous reports, methods, computer programmes, etc., with appropriate citations. Material taken from your own published work should also be cited.

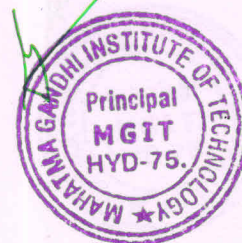
Individual and Collective Responsibility

The responsibility varies with the role one plays.

- i. **Student roles:** Before submitting a thesis (M Tech, or PhD) to the department, the student is responsible for checking the thesis for plagiarism using the software that is available with MGIT. In addition, the student should undertake that he/she is aware of the academic guidelines of the college, has checked the document for plagiarism, and that the thesis is an original work. A web-check does not necessarily rule out plagiarism. If a student observes or becomes aware of any violations of the academic integrity policy, he/she is strongly encouraged to report the misconduct in a timely manner.
- ii. **Faculty roles:** Faculty members should ensure that the students follow proper methods for experiments, computations, and theoretical developments, record proper data and save them for future reference. In addition, they should review manuscripts and theses carefully. Faculty members are also responsible for ensuring personal compliance with the above broad issues related to academic integrity. Faculty members are expected to inform students of the Institute's academic integrity policy within their specific courses to ensure minimal academic dishonesty, and to respond appropriately to violations of academic integrity.

5. Intellectual Property Rights (IPR)

MGIT recognizes that intangible assets like inventions, copyright, know-how, designs and other creative and innovative products generated during the scientific and intellectual pursuits of its faculty and students provide a competitive edge to the institute. It, therefore has formulated its intellectual rights (IPR) policy to provide guidance to its faculty, staff, students, research scholars and outside agencies on the practices and rules of the Institute regarding IPR and obligations which include its ownership, commercial exploitation, technology transfer and end confidentiality requirements. The policy is expected to promote a conducive environment for both technology-driven and market driven research and



development activities at the institute and provide valuable income to the institute and exposure to the students and faculty of the institute.

The IP policy relates to Course Notes, Video Lectures, Question Papers, Thesis documents, Research reports, Invention Disclosures, non-patentable IP materials, National Patents, Industrial designs, Semiconductor Circuit layouts, Trademarks, Copy rights, Plant varieties and other related IP rights, generally represented as "Institute IP" henceforth and is applicable for all the above without exemption.

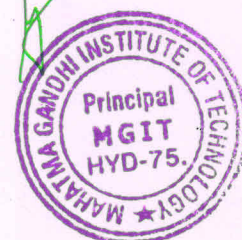
6. Confidential Information

Researchers may receive confidential information from other researchers, collaborators, and funders. Researchers need to ensure that they handle confidential and/or restricted information carefully and not use or disclose it to others without the consent of the party who owns the confidential information. Researchers must also ensure that they are aware of any confidentiality provisions applying to specific projects involving commercially sensitive data or Intellectual Property, and of possible obligations concerning those provisions.

6.1 Publication and Authorship: All researchers are expected to publish and disseminate the results of their research in an open, honest, transparent, and accurate manner, and via all appropriate media such as journal papers, books, reviews, software, a data repository, or conference proceedings. While both The Intellectual Property rights regulations and the requirements of research contracts must be satisfied.

6.2 Norms of Publications: The Institute expects all the publications to conform to appropriate discipline-specific professional standards, as well as the following examples of good practices:

- ❖ In any publication, the authors must be able to identify their contribution to it. They should be familiar with its content and accept personal responsibility for it.
- ❖ In all aspects of research, the contributions of formal collaborators and all others who have directly assisted or indirectly supported the research (including research students, research staff, and professional services staff) should be properly acknowledged with their permission.
- ❖ Funding agencies of research should be acknowledged.
- ❖ The sequence in which authors are listed should be agreed upon by all authors.
- ❖ Intentional failure to acknowledge the contributions of others is regarded as unprofessional conduct, and instances other than minor omissions will be treated as research misconduct.
- ❖ Any person who has not made an intellectual, scholarly, or practical contribution, and has not participated in a substantial way in conceiving, executing, or interpreting at least part of the relevant research, should not be included as an author of the publication derived from that research. The so-called 'honorary authorship' is not encouraged.



- ❖ Researchers must acknowledge and attribute all sources used in the research in line with their specific discipline citation and referencing convention.
- ❖ When a researcher submits substantially similar work to more than one publisher should disclose that fact to the publishers at the time of submission.
- ❖ Researchers have the full responsibility to ensure that any inconsistencies or errors in their published material are rectified on time.
- ❖ The stipendiary Research scholars should observe the conditions, if any, set by funding or other bodies regarding the publication of their research.

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