

Code of Ethics

Preamble

Engineering has a direct impact on the quality of life of all people. So, Engineers are expected to provide services with honesty, impartiality, fairness, and must be dedicated to the protection of the public health, safety, and welfare.

So, It is important for engineering students to follow engineering ethics so that they will be prepared to make ethical decisions during their professional careers.

As members of this profession, Institute is committed to promoting and maintaining high standards of integrity in the conduct of academic research and is keen to introduce a culture of honesty and transparency in all its institutional activities.

In undertaking this commitment, the Institute focus on academic freedom should be safeguarded and sustained. So, the institute provides a free academic environment to conduct research, to teach, to speak and to publish, subject to the norms and standards of scholarly inquiry, without interference or penalty, wherever the search for truth, knowledge, scholarship and/or understanding may lead.

The first part of this document focus on recommendations on good practice in academic research at the institute and institutional responsibilities, the second part constitute the tasks and composition of the institute's Ethics Committee, and the third part defines improper academic behavior like plagiarism, cheating and provide the institute procedures for investigation of such misconduct and determining appropriate sanctions.

D) Good Practice in Academic Research

• Academic freedom, integrity and responsibility

Academic freedom is the freedom to teach, study and pursue knowledge and research without unreasonable interference or restriction from law, institutional regulations or public pressure. Its basic elements include the freedom of scholars to inquire into any subject that evokes intellectual concern, to present findings, to publish data and conclusions without control or censorship and to teach in the manner they consider professionally appropriate.

At the same time, integrity and responsibility in conducting academic research form the cornerstone of any academic enterprise and violations of widely-recognized academic research standards represent serious offences to the entire academic community at the institute and are considered injurious for its credibility and authority as an institution that promotes excellence in academic research.

Academic integrity requires that academic research follows elevated professional standards, including appropriate research design and frameworks, adheres to high levels of research ethics and abides by the requirements set out by professional and regulatory research guidance and research ethics frameworks issued in appropriate areas.

Academic integrity is defined in terms of the commitment to the values of honesty, trust, fairness, respect, responsibility, legality and dissemination.

• Institutional responsibilities

There are responsibilities towards every member of institute for making a transparent academic environment conducive to the application of the high professional and ethical criteria of good practice for academic research.

Following are duties specified for each member of institute.

Duties of Students : The student is responsible for checking their project report for plagiarism by them self. Also, the student should aware of the academic guidelines of the Institute, have prepared their document accordingly, They should sure that the report prepared is original.

Duties of Faculties : Faculty should ensure that the data related to project report are properly recorded and saved for future reference. Also, they should review project report carefully. Faculty members are encouraged to use the software provided by institute for plagiarism checking for checking student's project reports. It is recommended that faculty bring any academic violations to the notice of the department head and HOD to principal.

Institutional Duties:

The Institute will provide some commercial software for plagiarism checking.

The principal will form a Ethics committee to investigate research misconducts. Upon receipt of complain of scientific misconduct, the principal will call the committee to investigate the matter and suggest appropriate measures on a case to case basis.

II)The Ethics Committee

Role of the ethics committee

- To provide advice and guidance to the academic committee on all matters related to the 'Code of Ethics in Academic Research' .
- To provide guidance and academic support to students and faculties on ethical issues in respect of teaching, research and other academic activities. The researchers may ask the Ethics Committee for consultation on ethical aspects of their research.
- To confirm to external parties on behalf of the institute compliance with ethical standards in respect of research projects undertaken by students at the institute.
- To act as an investigative/consultative body for any disputed matter concerning research ethics and conduct.
- To make recommendations to the internal Disciplinary Committee on what action, if any, should be taken as a result of the investigations.

Formation of the ethics committee

The ethics committee is formed by the Principal with following members

- Principal
- Head of First Year Department
- Head of Electronics & Telecommunication Department
- Head of Mechanical Engg. Department
- Head of Civil Engg. Department

- Head of Computer Science & Engg. Department

III) Misconduct in Academic Research

Misconduct in academic research include fabrication, falsification, plagiarism or deception in proposing, carrying out or reporting results of research and deliberate, dangerous or negligent deviations from accepted practice in carrying out research. Misconduct also includes any plan or attempt to do any of these things. It does not include honest error or honest differences in interpretation or judgment in evaluating research methods or results, or misconduct unrelated to research processes.

Misconduct includes (and is not limited to) the following acts:

1. **Plagiarism** is the use of material, ideas, figures, code or data without appropriate acknowledgement or permission (in some cases) of the original source. This may involve submission of material that is authored by another person or published earlier by oneself. Examples of plagiarism include:

(i) Reproducing, in whole or part, text/sentences from a report, book, thesis, publication or internet.

(ii) Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc.

(iii) Taking material from class-notes or downloading material from internet sites, and incorporating it in one's class reports, presentations, manuscripts without citing the original source.

(iv) Self plagiarism which constitutes copying data from one's own earlier published work in a journal or conference proceedings without appropriate citations.

2. **Cheating** is another form of unacceptable academic behavior and may be classified into different categories:

- i. Copying during exams, and copying of homework assignments, term papers or manuscripts. Allowing or facilitating copying, or writing a report or exam for someone else.
- ii. Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.
- iii. Fabricating (making up) or falsifying (manipulating) data and including them in report and publications.

Some 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 omit some data points to make an impressive figure.
- iv. Lab notebooks must be well maintained in bound notebooks with printed page numbers to enable checking later during publications or patent.
- 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 report.
- vi. Give due credit to previous reports, methods, computer programs etc with appropriate citations. Material taken from your own published work should also be cited as mentioned above, it will be considered self-plagiarism otherwise.

Identifying levels of violations of good academic practice

The levels of violations of good academic practice can be categorized as follows

1. Minor violations

Minor violations may occur because of inexperience or lack of knowledge of the principles of academic integrity and are often characterized by the absence of dishonest intent on the part of the person committing the violation. They may result from weak procedures and methods which may violate the integrity of the research but are not undertaken deliberately or recklessly.

These minor violations can be seen as failings which may reflect only poor, rather than unacceptable practices and therefore mainly require further training and development rather than any formal disciplinary action.

Examples of minor violations include:

- Minor plagiarism are like a small amount of paraphrasing, quotation or use of diagrams, charts etc. without adequate citation. Minor plagiarism may result from poor scholarship (i.e. when a student, through inexperience or carelessness, fails to reference appropriately or adequately identify the source of the material which they use)
- Inaccurate claims to experience, qualifications or contributions in a context where the person committing the violation cannot expect major benefits (such as winning a competition for a prize or job)
- Inaccurate representation of findings without deliberate distortion.

Such violations may present no risks to subjects, the wider community or the environment, but they may warrant some penalty or sanction at institutional level.

2. Major violations

Major violations are more serious in nature or that affect a more significant aspect or portion of the academic work compared with minor violations.

Examples of Major violations :

- a. Deliberate, reckless or grossly negligent conduct which would clearly indicate a significant risk in one form or another to the integrity of the research.
- b. Conduct that may indicate risks to subjects, the wider community, the environment, or to the research reputation of the institution and research in general.
- c. Major plagiarism defined as:
 - Extensive paraphrasing or quoting without proper citation of the source.
 - Lifting directly from a text or other academic source without reference.
 - The use of papers (or parts thereof) from essay banks, either downloaded from the internet or obtained from other sources.
 - Presenting another's designs or concepts as one's own.
 - Fabrication or falsification of data.
 - Falsification of ownership.
 - Systematic abuse of the terms and conditions of licensed research resources.
 - Other systematic violation of the intellectual property rights of third parties.

Procedures for investigation of research misconduct

The institute fully investigate violations of academic misconduct by any academic member of the institute community in following way,

Without prejudice to the right and duty of Departments to address and assess issues of plagiarism in the course of the regular assessment of a paper presented by a researcher, any person may submit a complaint about academic misconduct to the Principal. Such complaints need to be supported by sufficient evidence. The Principal will decide whether the allegation is serious enough to warrant an investigation by the Ethics Committee.

The initiator of the allegation shall be asked to set out in writing the basis of the allegation.

The Ethics Committee may carry out:

- A preliminary investigation to ascertain whether there is sufficient substance to the allegation as to warrant a more thorough investigation.
- A formal inquiry which may include the consultation or involvement of external experts when needed.
- The committee ask librarian to investigate any suspected abuse of institutionally licensed research resources and to suspend any user from continued access to all resources, digital or paper, pending a full investigation. The Librarian will also register a complaint with the Ethics Committee when appropriate.
- The committee ask faculty members of respected department to verify by using Anti-Plagiarism software tools provided by institute.
- Where possible, the investigation will include examination of all relevant documentation including but not limited to relevant research data, laboratory notebooks, computer files, other materials, proposals, publications, correspondence and memoranda ect. as this is necessary for the investigation.
- Interviews shall be conducted with the complainant and the respondent. Other individuals involved in making the allegations and individuals who might have information regarding key aspects of the allegations may also be heard by the Committee.

- Details of the allegations and the investigation will be made available only to the Ethics Committee. All individuals interviewed during the investigation will be asked to respect the confidential nature of the investigation.

- Investigation report and recommendations:

The Ethics Committee will produce a report stating: the procedures under which the formal investigation was conducted how and where appropriate, from whom information was obtained the findings of the committee and the basis for these, a summary of the views of the respondent and a description of any recommendations made by the committee.

The respondent will receive a copy of the investigation report and have an opportunity to comment on it. Comments may be submitted to the Ethics Committee and will be attached as an addendum to the investigation report.

If disciplinary actions are recommended, the Ethics Committee will decide what action, if any, should be taken as a result of the investigation.

Based on the investigation report and recommendations of the Ethics Committee, the Principal may decide on sanctions (when considered appropriate).

The respondent has a right of appeal, against the decision and/or sanctions made by the Ethics Committee.

Sanctions

Sanctions, as recommended by the Ethics, may include (but are not limited to):

1. Resubmission of an assignment or academic work.
2. A failing grade for the examination or specific assigned exercise depending on the importance of the work to the overall course grade.
3. A letter of reprimand, issued by the principal of, which may or may not be recorded on the scholar's file.
4. Suspension of grant/contract.
5. Suspension from the programme in case of Cheating in Examination.