



CAREER POINT
UNIVERSITY

CODE OF ETHICS

Corporate Office: CP Tower, IPIA, Road No.1, Kota-324005, (Raj.) Ph.:0744-3040045
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(Established by Government of Rajasthan Act No. 13/2012 , u/s 2(f) of the UGC Act 1956)

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1. Overview

Research and development consists of systematic work undertaken to enhance and increase the treasure of knowledge of people, culture, and society, and use of this treasure of knowledge to invent new applications for sustainable well-being. It is a culmination of activities original as well as innovative that encompass academic, professional, and technological domains. Research demands freedom of choice all the while comprehending their implications as well to maintain benchmarks requires rigor and integrity. Research shall therefore comply with ethical, legal, and professional bounds.

The repute of the university relies on standards and ethics that it propagates in rendering research activities carried out by the scholars. The code hence intends to outline the mannerisms of research scholars registered for their doctoral program in dealing with the academic community, contemporaries, and public at large in terms of disciplines and behavior all the while being sincere and diligent to uphold the mission of the university and hence instilling greater trust among all stakeholders. The University aims to promote and maintain high standards of integrity, accountability and transparency in academic writing , Career Point University, Kota emphasizes the practice of the code of ethics in academic research.

2. Ethical Dimensions of Research

The widely accepted five ethical dimensions of academic research are;

- Normative ethics- includes determining what is right and wrong
- Compliance- includes instituted policies and regulations at the university
- Rigor and reproducibility – “only kind of science that can offer social value and justify risks to subjects and financial investment in research”.
- Social Value- “means that research addresses problems of importance to society, generating knowledge used to solve real-world problems through new technologies or procedures”.
- Workplace relationships- a newly identified aspect of research, that in essence forecasts the beneficial relationship that has to be established and sustained for greater outcomes

3. Institutional Responsibilities

The university is committed to ensuring that all activities that encompass the university and in particular those including research are facilitated to the highest of standards as well as upholding legal, ethical, and safety norms. The institutional responsibility inherently is individuals' professional responsibilities on behalf of the Career Point University, Kota.

The University thus;

- Formulate research governance framework via policies and procedures;
- Facilitates training and development programs and appropriate mentoring to enable skill up-gradation and consequential support for career development.

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- Provides research orientation for achieving excellence.
- Institutes robust management systems that ensure compliance with set standards as well as systems for resolving disputes and prevent misconduct; also process for apt decision making and grievance redressal.
- Provides apt infrastructure and resources, support, and services.

4. Leadership and Supervision

Leadership in the context of this code is to motivate/inspire to act in a way that benefits the university. Leaders, the research supervisor, are expected to foster a conducive ambiance to promote sound research accolades to the university. Leaders are to facilitate research activities by assuredly upholding the integrity and sound governance and ethical practice, as well as instill a culture of honesty, co-operation, and professionalism.

As a supervisor, the leader is expected to exhibit apt competence in providing the training necessary to garner improved research results and acceptance by the stakeholders. The research supervisor shall maintain professional supervisor–supervisee relationships and assign credit appropriately.

5. Training and Mentorship

It is the prerogative that the university lays policies to ensure all researchers receives apt training opportunities and ensuing supervision and required assistance to enable research of the highest standards. The academic departments are to facilitate directions and coordination to in filter the policies to all stakeholders. The academic departments shall therefore facilitate training programs i.e., coursework (research methodology, regulatory, equipment use, confidentiality, data management, record-keeping, data protection, and publication). The academic departments shall ensure the appropriate use of licensed research resources and IPR as well as gear up the concerned administrative and technical personnel for accurate recordkeeping and providing technical assistance for research.

A research mentor, a knowledgeable, open-minded, supportive, and a good listener himself, in the context of this code, is expected to serve as a catalyst, a role model, and a coach that facilitates progressive research beneficial for all researchers an the like and in turn the university.

The research mentor shall therefore inspire and demand disseminating research outcomes in the various publicizing medium such as conference, journal, and the like.

6. Excellence

A mere attempt at acquiring/facilitating a doctoral degree is an inferior expectation from the context of the university. Therefore personnel involved in research are to excel in the research of highest standards upholding ethics and disseminate their findings for the larger benefit of the society.

7. Good Practice of Research Scholars

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

- **Sincerity and Dedication:** Every research scholar should be sincere in the work culture. They should be dedicated and devote their time only to research works.
- **Time Management:** Time spent on unproductive work will never fetch anything. Care should be taken to chart out a timeline for completing the given task and submit the thesis.
- **Honesty:** Refers to being accurate and truthful about one's self, one's work, and in acknowledging the work of others; reporting all the findings; and making valid interpretations and claims
- **Rigour:** Choose and adhere to appropriate methods; draw conclusions; and communicate the results.
- **Transparency:** Report data collection methods; analyze and interpret data; and make findings widely available, including to the general 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 university.
- **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.

8. Ethical Values of Research Scholars

Upholding ethical values are vital to good research and the university promotes such research activity. Some of them are;

- Be very punctual, dedicated, and sincere in all academic work.
- Research data collected should be synthesized as per the procedure laid down.
- Research results to be reported should be following standard practices.
- Publication status should not be manipulated or misrepresented.
- Need to keep their undertakings and agreements honestly.
- Avoid casual attitudes and negligence with their research work.
- Keep quality in their paperwork and records of research activities, such as literature review, research design, data collection, data analysis, interpretation, drafted manuscripts and its communication with UGC recognized journals.
- Need to respect patents, copyrights, and other forms of intellectual property.

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- Strive to protect confidential communications, such as manuscripts, projects, or grants submitted for publication, personnel records, deals or military secrets, and patient records used for requisite research.
- Endorse social wellbeing and to prevent or lessen social harms through research, public education, and promotion and care to safeguard the environment.

9. Academic Freedom, Integrity, and Responsibility

Integrity, accountability, and responsibility are cornerstones of the Career Point University, Kota. The university renders academic freedom to all researchers to pursue knowledge and conduct advanced research without unreasonable interference or restriction from any quarters, norms, law, institutional regulations, or public pressure. Within the bounds of the university, a researcher is given apt freedom to inquire into the subject of study, to present research findings, to publish data and conclusions without control or censorship, in the manner, it is considered professionally appropriate. The researcher must exercise the freedom diligently and care must be taken to abhor violations of widely-recognized academic research standards, that represent serious offenses to the entire academic community and such things will be considered injurious to the credibility of the University which strives to promote excellence in academic research.

9.1 General Responsibilities

The university recommends every researcher to consider ethics and moral philosophy sincerely, those that address morality. These orient a researcher in terms of their behavior from a moral perspective. Ethics apply to all aspects of personal and organizational practice and are therefore relevant to professions as a whole and in particular to a researcher at the university.

In dealing with research participants and other researchers, research scholars have a responsibility to ensure as far as possible that the physical, social, and psychological wellbeing of their research participants is not detrimentally affected by the research. Research scholars must abhor actions that potentiate deleterious consequences for the stakeholders or which might undermine the discipline's reputation.

9.2 RESEARCH MISCONDUCT

Misconduct in academic research implies but is not limited to 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. It includes failure to follow an agreed protocol if and when this failure results in unreasonable risk or harm to persons, the environment, and when it facilitates misconduct in research by collusion in, or concealment of, such actions by others.

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The university demands that research misconduct is to be abhorred by a researcher and further states that “research misconduct does not include honest error or differences of opinion”.

Misconduct includes but is not limited to the following acts:

Plagiarism: The deliberate copying of ideas, text, data, or other work (or any combination thereof) without due permission and acknowledgment. Plagiarism is "the appropriation of another person's ideas, processes, results, or words without giving appropriate credit". Representing any part or parts of another's work as one's own is considered plagiarism and may be a violation of the Principle of Ethics.

Piracy: The deliberate exploitation of ideas from others without proper acknowledgment.

Abuse of Intellectual Property Rights : Failure to observe legal norms regarding copyright and the moral rights of authors.

Abuse of Research Resources: Failure to observe the terms and conditions of institutionally licensed research resources.

Defamation: Failure to observe relevant legal norms governing libel and slander.

Misinterpretation: The deliberate attempt to represent falsely or unfairly the ideas or work of others, whether or not for personal gain or enhancement.

Personation: The situation where someone other than the person who has submitted any academic work has prepared (parts of) the work;

Fabrication and Fraud: The falsification or invention of qualifications, data, information, or citations in any formal academic exercise.

Sabotage: Acting to prevent others from completing their work. This includes stealing or cutting pages out of library books or otherwise damaging them, or willfully disrupting the experiments of others, or endangering institutional access to licensed research resources by willfully failing to observe their terms and conditions.

9.3 Professorial Misconduct

Professorial acts that is arbitrary, biased, or exploitative. Denying access to information or material: To deny others access arbitrarily to scholarly resources or to deliberately and groundlessly impede their progress.

- **Misconduct in formal examinations:** Includes having access, or attempting to gain access during an examination, to any books, memoranda, notes, unauthorized electronic devices, or any other material, except such as may have been supplied by the invigilator or authorized by the Academic Department. It also includes aiding or attempting to aid another candidate or obtaining or attempting to obtain aid from another candidate or any other communication and conversations that could have an impact on the examination results.
- **Use of Alcohol and Drugs**
 - Use, possession, manufacturing, or distribution of drugs of abuse including, but not limited to, solvents; hallucinogens; narcotics; depressants; stimulants; or other controlled substances except as expressly permitted by law.

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- Use, possession, manufacturing, or distribution of alcoholic beverages
- Driving while under the influence of alcohol or any illegal substances.
- **Disruption/Obstruction**
 - Disruption or obstruction of teaching, learning, research, administration, disciplinary proceedings, and other proceedings and activities, including its public service functions.
 - Participating in a demonstration, riot, or activity that disrupts the normal operation of the University or which may infringe on the rights of others
 - Conduct that is disorderly, lewd, or indecent; breach of peace; or assisting, encouraging, or facilitating another person to breach the peace.
 - Engaging in individual or group conduct that is abusive, indecent, unreasonably loud, or similar disorderly conduct that infringes upon the privacy, rights or privileges of others, or disturbs the peace, orderly process, education, or employment of any member of the University or public within the campuses of the University.
- **The mechanism for Detecting Plagiarism:**

Plagiarism detection or content similarity detection is the process of locating instances of plagiarism and/or copyright infringement within a research work or document. The University's system of plagiarism detection should be followed by all the research scholars.

The "plagiarism detection tools " available to detect plagiarism in the research documents should be used for this purpose

10. Ethics Committee

The University's Ethics Committee will be functioning to promote the best practices by all its research scholars. However, in the event of any unwanted misconduct observed within the University or its constituent unit, this committee shall take up the matter and evaluate to punish or prevent such incidents.

10.1 Composition of the Ethics Committee The Ethics Committee is appointed by the University upon nomination by the President. The Committee shall be composed of the following members:

1. The Deans of all Faculties
2. The Dean of Research
3. The Director, IQAC.
4. The Registrar
5. Three to four nominees of the President experts from outside.

10.2 Tasks of the Ethics Committee

The Ethics Committee is expected to

- Provide advice and guidance to the academic community on all matters about academic research ethics.
- Advise the authorities on compliance with the 'Code of Ethics in Academic Research.
- Provide guidance and academic support to scholars on ethical issues in respect of teaching, research, and other academic activities.
- 4) Act as a consultative body for any disputed matter concerning research ethics and conduct and
- To make recommendations to the University on what action, if any, should be taken as a result of identified misconduct committed by the individuals and based on inquiries and detailed investigations.
- A preliminary investigation is to be conducted to ascertain whether there is sufficient substance to the allegation as to warrant a more thorough investigation.

The 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.

10.3 Sanctions for Misconduct

The following are the expected sanctions that will be imposed based on the level of misconduct:

- Warning: A written reprimand for misconduct.
- Loss of privileges: Denial of specified privileges for a designated period.
- Fines: Previously established and published fines may be imposed.
- Restitution: Compensation for loss, damage, or injury. This may take the form of appropriate services and/or monetary or material replacement.
- Suspension: Separation for a definite period.
- Suspension from Hostel residential accommodation: Suspension from the residence and Hostel premises for a definite period.
- Dismissal: Permanent separation from the University