

PAAVAI ENGINEERING COLLEGE

(Autonomous Institution)

(Approved by AICTE and Affiliated to Anna University)

(Accredited by National Board of Accreditation, New Delhi & NAAC (UGC) with 'A' Grade)

Paavai Nagar, NH - 7, PACHAL, NAMAKKAL - 637 018, Tamil Nadu

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ETHICS COMMITTEE

Date: 20.01.2016

The college has planned to make a road map for ethics to be followed in the campus and is maintained by the Ethics Committee with well experienced and eminent faculty members. Therefore, the Ethics Committee is constituted with the following members.

S.No	Members	Designation
1	Dr.M.Premkumar, Principal, PEC	Chairman
2	Dr.G.Balaji, Professor / EEE	Member
3	Dr. A. Suphalakshmi, Head / CSE	Member
4	Dr.R.Arangasamy, Head / ECE	Member
5	Dr.S.Vadivel, Head / Physics	Member
6	Dr.G.Raja, Head / Chemistry	Member

Functions and Responsibilities:

- To propose the Code of Ethics for the Institution.
- To organize ways to communicate the Code of Ethics to all staff and students and enhance its understanding.
- To report breaches of the Code of Ethics or non-compliance of ethical practices amongst students, faculty and staff to the Principal.
- To formulate policies for corrective actions.
- To coordinate the periodic revision of the Code of Ethics and related implementation mechanisms.
- To formulate and advice policies for research committee.

Copy to:-

All members of Ethics Committee.



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PAAVAI ENGINEERING COLLEGE
NH-7, PACHAL Post, NAMAKKAL Dist



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Code of Ethics to Check Malpractices and Plagiarism in Research

1. Introduction

Paavai Engineering College (PEC) is dedicated for promoting accountability and integrity in academic research. PEC is keen to inculcate a culture of clearness and openness in research activities. PEC always strives to provide the best ambience for conducting research and publishing the findings. Researchers at PEC are expected to hold on the Guidelines of the Research Council.

PEC promotes research and research publications. PEC expects no misconduct in research including plagiarism. Papers/Projects must be subject to plagiarism checks and are expected to maintain high academic and production standards. Researchers at PEC are expected not to breach the standards and protocols of the scientific community.

2. Standard Practices in PEC Academic Research

• Academic liberty, Integrity and Responsibility

Academic Liberty is to pursue knowledge via; Teaching and reading without violating the policies, academic etiquettes, regulations laid out by PEC or breaching the principles of scholarly community. It sets researchers free for investigating the subject of his/her interests while setting the boundaries of the discipline.

• Checklist for Researchers

1. Maintain high authenticity in research activities.
2. Understand the Policies and Uphold value/moral/ethics in own work.
3. Solve doubts and problems by raising questions professionally and quickly.
4. Should not hold employment from two or more different offices.
5. Researcher should foster an environment where in their research findings and academic activities may be discussed.
6. Resources allotted for research and academic activities should be utilized only for research.
7. Ownership of Invention should comply with the policy of drafted by the Research council of PEC.
8. Benefits/ royalties generated through innovation/intellectual property are shared

- in accordance to the rules of the institution.
9. Research work/ consultation agreements outside the institution should be well reported to PEC.
 10. Prior approval from the institution is mandatory for engaging in other professional activities such as service on scientific advisory board or consultancy etc.
 11. A researcher should be open to collaborative work with investigators having different but complementary skills at the Institution.

- **Data Handling/Management**

1. Data handling/management knowledge is necessary.
2. Draft and get approval for the policy for managing the experimental/result data for PEC and outside utilization.
3. Understand and follow sharing standards, data collection policies
4. Abide by the regulations of the discipline, institution, funder, journal, and relevant government agencies.
5. Research integrity requires the reporting of all relevant observations. Integrity considered to be breached if failure to express the reported conclusions, withholding the information about related and deciding factors.
6. If some data needs to be mislaid for a valid reason such as neglecting outliers, the reason should be stated and well documented in a tamper-proof ledger or online account.
7. In case of applying for copyright or patenting from the group project, a written agreement mentioning the rights of each individual of the group should be specified.
8. Principal investigator should communicate the roles and responsibility to every individual related to research activity.
9. Individual exiting the research group should state which parts of the project he/she might continue to work on once leaving the research group. This clarifies the extent to which a copy of the research data may be taken. Co-investigators belonging to other institution are allowed to access the data which they helped to obtain.

- **Authorship and Communication**

1. Confirm to the standards followed for research publications.
2. Findings of other researchers should be attributed by proper citation (by following

an appropriate citation style of the journal/book/conference/website etc.)

3. Be transparent while communicating with your peer researchers.
4. Investigators are obliged to make research findings accessible, in a manner consistent with the relevant standards of publication. The reported data and methods should be detailed and should facilitate the replication by other researchers.
5. Authorship should be limited to contributors who is/ are involved in design, conceptualization, interpretation, and execution of the published findings.
6. Authors of scientific document should acknowledge individuals who have given advice, helped in analyses, offered consultation for subject matter expertise, or supported the research in any way. It is all left to the decision of the principal author to determine whether to include these as authors or not.
7. Before communicating the manuscript of the work to book/conference/journal, written consensus should be taken from every individual involved in research work.
8. The principal investigator or the author submitting the work is accountable for managing the submission and completion of the work, and for ensuring every contributor of the work given required acknowledgement.
9. Every author is liable for revision, verification, and compilation of the changed part of the manuscript.
10. Order in which co-authors' name(s) to be included in manuscript will differ with the discipline. It is highly necessary that all co-authors should agree to the basis for assigning an order of names prior to the assignments.
11. A corresponding author will be responsible for communicating with the publisher or editor, and for informing all co-authors of the status of reviews/publications.
12. A paper should not be referred to as submitted, in anticipation of expected submission.
13. A paper should not be referred to as accepted for publication/ in the press until receiving proof or a letter from the editor/publisher.
14. An author should present his/her findings as a paper that is a self-contained integral whole. Should refrain from writing numerous smaller papers for the purpose of increasing the items in the author's bibliography.
15. PEC employs plagiarism check of manuscripts through turn it in before communicating to editors. Authors are given permission only if the plagiarism percentage is within the permissible threshold. The institution permits the submission of research publication only after getting the plagiarism check certificate from turn it in.

- **Mentoring and Supervision**

1. Subordinates work to be checked regularly for ensuring adherence to best practices.
2. Principal investigator should ensure financial support and administrative activities to support research.

3. Supervisor should guide individual member of group for conducting responsible research, and should consider himself/herself for maintaining scientific integrity of the research project.

- **Peer Review**

1. Provide timely and complete review by adhering to deadlines and instructions.
2. Do not compromise the quality of the peer review process.
3. Maintain high professional confidentiality and ethics in the peer review process.
4. Escalate conflicts of interest and address them appropriately.

- **Research observance**

1. Protect the human subjects being used for experimental purpose.
2. Adhere to environmental and safety regulations.
3. Refrain from engaging in misuse of scientific infrastructure.
4. Disclose/ manage conflicts of interest.
5. Reporting misconduct is a serious responsibility of all members of the research community.
6. Refraining from adverse action directly or indirectly against a person who makes an allegation in good faith.

- **Responsibilities to Funding Agencies**

1. An investigator should be aware to follow the same integrity pertaining to grant proposals and applications as to manuscripts communicated for publications.
2. Reporting the results of experiments not yet performed is considered to be fabricated and considered as research misconduct.
3. An investigator should update the progress and research reports to the agency according to the rules and regulations of the award.
4. Budget should be considered before approving the new purchase or expenditure.
5. Investigator should review financial reports carefully and regularly.

3. Possibilities of Ethical violations

- **Conflict of Interest:** Any activity that results in a conflict of interest must completely be disclosed. When effectiveness and objectivity cannot be maintained, the activity should be discontinued or avoided.
- **Disputes about authorship:** Authorship is generally to be decided and resolved among individuals of the project. It is unethical to fabricate research results or to omit or change the information.
- **Replica in Submission:** Duplicate submission is unprofessional and unacceptable. Duplicate submission drains out valuable time of editors, reviewers, and staff. One should not submit extracts from research, or reports on the same research, to more than one publisher.
- **Fabrication of data or results:** misrepresentation or fabrication is a grave breach of

professional conduct. Any intentional disregard for the truth in the documentation of observations is considered as serious research misconduct.

4. Action and Execution

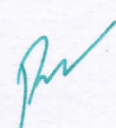
If the PEC research council collectively votes for the requirement of inquiry about the breach in conducting academic research, he/she are put under the scanner of the inquiry process. The very purpose of this is to review the evidence and to find out whether to conduct further Investigation. It doesn't aim for a conclusion to whether research misconduct has, or not, occurred.

Before initiating any inquiry process, if the respondent is known, PEC notifies to the respondent in writing as a good faith effort. The PEC provides respondent a notification memo, duly signed by the Principal, which explains the type of the allegation(s) of research misconduct. PEC will appoint an inquiry committee comprising three members. The complainant and respondent are asked to appear before the inquiry committee for an interview. Key witnesses and relevant research records are put forth the inquiry committee.

The Inquiry Committee prepares a written draft summary for the Inquiry, which gives recommendation/ not recommended. An Investigation is warranted if the Committee determines:

1. There is a reasonable basis for concluding that the allegation falls within the definition of research misconduct
 2. The allegation may have substance, based on the Committee's review during the Inquiry.
- PEC will transmit the final Inquiry Report and any comments to the Chairman – Research Council, who will determine whether an Investigation is warranted and document the decision in writing.




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