

# **RESEARCH ETHICS POLICY**

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The Ethics policy was formed to assist the scholar and research supervisor resolve any issues related to research. The committee comprises five members, the Principal serves as Chairman, and the Chairman appoints the other four members. Researchers must preserve their subjects' privacy, autonomy, diversity, values, and dignity. The researchers must exhibit extreme caution when publishing information while protecting the privacy and confidentiality of the information source.

## **FEATURES OF THE POLICY**

Research Ethics policy regulates the matter of Ethical Research Practices and Plagiarism prevention.

Promote high-quality research in the pursuit of knowledge and truth.

Enhancing a high standard of academic, moral integrity and intellectual honesty for the researcher's actions and omissions.

Researchers are motivated to be more transparent & honest about their decisions and provide justifications.

Researchers are guided to have an unbiased and truthful approach to understanding and communicating the truth.

## **RESEARCH AND PUBLICATIONS COMMITTEE**

Director will appoint a Research and Publications Committee for two years. The committee will be led by Dean Research/Dean Academics/Senior Faculty Member and will have two more members representing different functional areas. The committee, among other duties assigned by the Director, will be responsible for the following tasks.

- (i) Prepare a Research Plan for the year and develop & implement the action steps for its accomplishment. Initiate steps for the development of a three-year Research Plan for the Institute.
- (ii) Launch a soft campaign to motivate faculty to undertake research and develop cases.
- (iii) Organize Research and Case Development workshops in consultation with the Director.

(iv) Appraise and Process all research proposals received and make appropriate recommendations to the Director. The committee's chairperson may co-opt additional functional area/ subject experts

required for appraising the proposals falling outside the expertise of the committee members.

(v) Organize Faculty Seminars in the Institute at an agreed periodicity. Such seminars will be offered by:

- a) Institute faculty,
- b) Faculty presenting papers in seminars /conferences,
- c) Research Project Faculty after completion but before submitting the research report or case developed.
- d) Visiting faculty from collaborating institutes / Universities, and
- e) External experts.

(vi) Review and Coordinate publication of Working Papers based on the completed research projects by faculty and papers presented by sponsored faculty in seminars and conferences.

(vii) Monitor the progress of the research/institute's development projects.

(viii) Make suggestions to Directors on beefing up the research infrastructure in the Institute, including the acquisition of additional library resources, software, etc. The committee would also review the existing infrastructure and resources utilization and suggest appropriate measures.

(ix) Identify and coordinate with external funding agencies for research grants for funding long-term research projects by faculty.

(x) Organize a series of talks, seminars, competitions, contests, etc., to inculcate research orientation among students.

## **SEED GRANT**

As a part of the Institute's commitment to promoting research by faculty, seed money grants are limited to Rs. 25,000 (Rupees Twenty-five thousand only) will be provided to the approved research project belonging to any one of the three categories, i.e., Exploratory, Pilot /Small Research, or Case and Course Development. The number of seed grants per campus will depend on the Institute's budget allocated at the start of the year, and the seed grant, Rs. Five thousand per student can be claimed as a stipend if the student is also involved in the research project. A maximum of two students can be hired for a project.

The maximum duration for completing seed-funded research projects, including case development, will be one year from the approval date.

Up to two seed money project grants will be allowed to a faculty as an individual researcher. He / She could be a joint researcher in one more project.

A quarterly report on the research/case project progress must be submitted to the chairperson of the Research and Publication Committee.

One soft copy of the completed Research Report/ Case Developed and the Teaching Note must be submitted to the Chairperson (Research and Publication Committee). The chairperson will get the research report /case developed evaluated by a committee constituted for the purpose. The case developed may also be sent to an external case clearinghouse for its advice. The feedback of the committee/case clearinghouse will be given to the concerned faculty/faculty team for carrying out necessary modifications, if any, within the period prescribed for the purpose.

## **PROPOSALS FOR SEED GRANT**

Proposals for seed grants may be submitted to Chairperson, Research and Publication Committee during the academic year. The proposal can be submitted either individually or as a faculty team.

## **ELIGIBILITY:**

All faculty (including contractual faculty) are eligible to apply for a seed grant. No such proposal will be accepted from faculty already working on two projects funded by the Institute or who have defaulted in completing research in the agreed time frame.

## **ACADEMIC PUBLICATIONS**

Academic publishing forms an integral part of the basket of activities a faculty member is expected to perform at Coimbatore Institute of Management and Technology. Besides creating a body of knowledge and enhancing teaching quality, publishing adds value to the faculty's visibility, weightage to their promotion candidature, and credibility to b-school reputation. As

a vital tool for increasing intellectual capital, publishing has come to acquire a place of significant importance with the B-school rating & ranking agencies and the accreditation bodies.

Faculty publications here include academic papers, technical papers, working papers, monographs, case studies, reports and books spanning theoretical research, applied or practice-related works, and pedagogical / research tools in management. The focus of publications could be functional or discipline-based, inter-disciplinary or integrative.

Categorizing journals into categories A, B and C will be updated and circulated from time to time.

All referred journals not falling in the above categories shall be treated as "other refereed journals". The List of Publishers for book publications shall be accepted per category provided herein. (List of Publishers shared with the campuses).

## **PROCEDURE FOR PUBLISHING A PAPER**

The faculty member will send the paper for publication in the journal categorized as A, B, C and referred journals.

After accepting the paper, the concerned faculty member will be required to submit a copy of the paper, Plagiarism report, and undertaking to the Chairperson Research Committee. The committee shall conduct an independent evaluation of the paper and disseminate the paper accordingly.

Note: All projects/publications arising out of this scheme shall be the intellectual property right of the Institute.

## **PROMOTING ACADEMIC INTEGRITY**

Coimbatore Institute of Management and Technology strongly condemns the growing menace of plagiarism. While it would very much wish and do everything possible to encourage its faculty to practice the value of academic integrity and set the highest standards of academic integrity, it will not hesitate to impose sanctions against the wrong-doers to curb plagiarism in its institutions.

The Research and Publication committee will be required to carry out the following to promote Academic Publications:

Create greater awareness of the ethics and values of academics and the implications and consequences of plagiarism.

Organize FDPs on 'How to write/publish in reputed Journals and counsel faculty in making proper citations, referencing, paraphrasing, etc. In addition, periodically reinforce the principles of academic integrity in faculty council meetings.

Identify and install anti-plagiarism software (many of which are available as 'open ware').

Encourage faculty to put all conference papers and books to be sent for publication to the rigour of anti-plagiarism testing and attach a declaration to that effect along with the paper before submitting to the Chairperson, Research & Publications Committee.

Likewise, all papers received for inclusion in the conferences and seminars organized in the Institute and the papers received for consideration of publication in the Institute's Journal are put through the same rigour.

On receipt of any complaint relating to suspicion of plagiarism, initiate an investigation and keep the Director informed on the developments. The concerned faculty must be allowed to present their case to the committee on the Director's advice. Upon completing the investigation, the committee will submit all the documents relating to the said paper and its recommendations to the Director.

Submit a quarterly report on the initiatives taken and tasks performed. Director is required to forward a copy of the report to the CO.

**Accrual of Privileges:** A Faculty, on confirmation as regular at the end of his original probation period, shall be entitled to the privileges of regular employees from the date of his appointment. If the management extends the original probation period for any reason whatsoever, the privileges shall accrue only from regularisation and not from the date of appointment.

**Other Rules Binding:** The employee will be bound by all other rules and regulations of the Institute in force from time to time regarding matters not provided herein.

**Transfer:** All employees are liable to be transferred or sent on deputation either from one department to another or from one office or place to another, or an allied or sister concern, at the discretion of the management. When required by the Institute, every employee shall be bound to assist in any other business, corporation, or concern.

**Degradation:** An employee is liable to be degraded or otherwise dealt with on the report of the department head for a reason(s) of indiscipline, inefficiency, irregularity or unsatisfactory work.

**Service of Notices:** All notices or letters dispatched, delivered, or offered for delivery at the address given in the application form of the employee or at his residence, shall be considered to be duly served on him. The employee should immediately notify the Institute of any change of address.

**Photo:** The Institute requires that an employee furnish his passport size photograph for record purposes at appointment.

**Medical Unfitness:** Any employee found to be medically unfit by the Medical Officer of the Institute, or found to suffer from a contagious type of disease, may be discharged by the Institute.

**Bar against Other Occupation:** No employee shall, during his services with the Institute, except with the written permission, enter the services or employment of any other person or firm or himself carry on any other business or engage himself in any other activity.

**Conflict of Interest:** Employees must give a written declaration of the existing engagement/business relationship, direct or indirect, of any family member/blood relation with the Institute or any of its associated or group companies/society/organization. The relationship may be from an owner, Director, employee or company, supplier, customer, buyer, agent, contractor, or service provider to the Institute or its group companies/organizations. In case of a new engagement/business relationship after joining, the employee must take prior declaration and subsequent permission of corporate HR. Failure to inform of such a relationship will be treated as a breach of trust and may lead to termination of services. The employee may not claim ignorance of such a relationship.

**Institute Secrets** No employee shall at any time, even after he ceases to be in the Institute's employment, publish, divulge or disclose any secrets of the Institute or information about its affairs that may come to his knowledge or possession.

**Faithful Discharge of Duties:** Every employee shall devote his whole time and energy to the faithful discharge of his duties towards the Institute and shall properly observe all Rules and Regulations in force from time to time and also comply with such instructions as he may receive from time to time from the Institute or its officers.

**Courtesy in Dealings:** Every employee is expected to be courteous in dealing with the public and discharge his duties and conduct even outside should not bring any discredit to the Institute.

**Liability to Render True Account:** Every employee shall at all times honestly and faithfully account for and pay over or deliver to the Institute as directed all money, stores, goods or other property of the Institute or of any concern for which he may be acting for the time being under instructions of the Institute, that may from time to time be entrusted to or come into his hands or be under his charge, and keep or cause to be kept all correct entries in books of the Institute or any other appropriate books according to the instructions of the Institute. Violation of the rules shall bring disciplinary action to the employees.

**Liability for damage Caused to Institute's Property:** An employee, who willfully or negligently causes any damage to machinery or any other property of the Institute, is liable to be charged for the damage and loss to the extent of the expenses incurred in repairing the damage or recouping the loss, and may further be dealt with according to Law and these Service Rules.

**Dress Code:** All institute employees must wear formal business attire during regular working days. An employee whose attire is not consistent may be cautioned to pay closer attention to their choice of clothes. A written warning will be issued and placed on file if an employee is warned regarding unacceptable attire three (3) times. Employees can wear a casual dress every working Saturday. Casual Dress for men shall include collar T-shirts without quotes, jeans, shirts, and shoes (no sandals and floater). For Women- T-shirts without quotes, jeans, shirts, Kurtis, and any dress below knees.

**Complaints** Employees (including both males and females) can approach the Corporate Office in case of any complaints about organization failures/ transgressions/ any kind of harassment. As a norm, any kind of anonymous complaint will not be entertained.

However, if an individual approaches, it shall be the bounden duty of the concerned officials to ensure confidentiality of the aggrieved person's identity.

**Campus Residential Duties** There is a requirement for specific essential staff to be permanently available on the campus. The Director of the campus shall formulate essential administrative rules/guidelines to ensure the discipline of all personnel and accountability of the resources.