



ST. MARTIN'S ENGINEERING COLLEGE
Dhulapally, Secunderabad

Code of Ethics for Academic Research


The mission of St.Martin's Engineering Colleges is always committed to achieve high quality academic research to contribute to the human welfare and societal benefits. Researchers (faculty/student) will be encouraged to tackle the challenges existing in the present society while upholding the human values. The institution declares that all researchers shall conduct themselves by abiding the following principles so as to bring respect to academic research.

- **Honesty:** A researcher should advance the quest for truth, knowledge, scholarship and understand the personal honesty in learning, teaching and research.
- **Trust:** A researcher should always foster a climate of mutual trust and coordination to encourage free exchange of ideas.
- **Respect:** A researcher should maintain himself/herself in high esteem so as to command the respect among the students, staff and faculty in all spheres.
- **Fairness:** A researcher should ensure fairness in institutional standards, practices and procedures.
- **Responsibility:** A researcher should uphold high standards of conduct in learning, teaching and research by requiring shared responsibilities.

Research Culture

Research Culture is about the way in which research is planned and executed, the results are recorded and reported, and the benefits are disseminated, applied and exploited.

Research Culture can only be achieved if researchers at all levels are trained and supervised properly in a research culture that encourages open discussions and debate. Research team leaders are responsible for building a platform of academic freedom for young researchers and ensure that they gain enough skill set including appropriate training and experience to carry out their duties effectively.


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Proper guidance and supervision structures the integral framework for quality research practice. Steps for monitoring of training and supervision of new researchers and of continuing professional development, regular checks on recorded data and notebooks, and occasional checks on the day-to-day conduct of experiments.

Research Promotion

- Funding pilot projects of St.Martin's Engineering College.
- Funding innovative projects of the students of St.Martin's Engineering College.
- Incubation centers have been set up for the students.
- Financial assistance is given to the faculty members to carry out Proof of Concepts in the lab. With the proof of concepts, they can apply for funded projects from Government Funding agencies.
- Performance incentives are given to the faculty members for journal publications and funded projects.
- Financial assistance is given to the faculty members and students to get patents for their innovative ideas/products.
- Students are encouraged to participate in competitions with their innovations.
- The faculty members and students are sent to International and National conferences.
- Students and faculty are encouraged to participate in seminars/workshops for participation and presenting their papers.

Duties of Researchers at a Glance

- **Role of research investigator:** The institution encourages the faculty members and students along with external collaborators to conduct research on specific projects by applying for various funding agencies. The projects comprises of Principal Investigator (PI) and a set of Co-PI's. The responsibility of the PI is to lead the project, monitor the experimental procedures, and formulate the policies for data collection and compiling results. The PI should also ensure that the results are published in the form of reports and publications. The PI should also ensure the periodic mentoring of young researchers including students and staff.

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- **Responsibility of a student:** All research students under the institution are advised to maintain highest ethical standards in their code of conduct during their research tenure. They should fully oblige and respect the human dignity and rights of others and appropriately address the concerns of relevant stake holders. They should be aware of issues which are pertaining to Plagiarism, Intellectual Property, and Misrepresentation of data, Exploitative conducts and undue delays in completion of their research work.

Misconduct and Disciplinary Actions

1. Research misconduct includes, but is not limited to the following acts:

- Plagiarism;
 - Piracy;
 - Violation of intellectual property rights;
 - Breach of terms and conditions of licensed research resources;
 - Deliberate misinterpretation of the ideas or work of others;
 - Fabrication of qualifications, data, information or citation;
 - Exploitation of others;
 - Misuse of research funds or resources provided by the University or an external sponsor;
 - Discrimination based on gender, race, ethnicity, religion, language or culture;
2. Misconduct does not include honest error or honest differences in interpretation or judgment in evaluating the research methods or results.
 3. Anyone has the right to report an alleged misconduct to the R&D Committee when he or she becomes aware of it. The Committee should conduct a preliminary review of the report and provide a first-hand opinion to the Principal. If the Principal decides to set up an investigation committee, the R&D Committee consisting of R & D committee members should recommend its members to the Principal to form or join an Investigative Committee.
 4. Upon completion of investigation, the R&D Committee should decide whether or not to take or recommend disciplinary action(s).

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5. In a case of minor misconduct, the R&D Committee is authorized to issue a Notice of Warning to or demand a Letter of Apology from the individual who is responsible for the misconduct.
6. In a case of serious misconduct, the R&D Committee should decide whether or not to recommend sanctions. The sanctions may include, but are not limited to:
 - a) Resubmission of an assignment or academic work;
 - b) A letter of reprimand issued by the Principal which may or may not be recorded in the personal file of the individual;
 - c) Suspension of grant/contract;
 - d) Deduction from salary or addition to payment of fees;

The right to interpret the provisions here of rests R&D Committee to interpret the provisions on its behalf as well.

Time Bound Standard Operating Procedures for Plagiarism Cases

1. Cases received at SMEC R&D CELL will be forwarded to IQAC.
2. IQAC will check that complaint is not anonymous and will verify the identity of the complainant.
3. SMEC R&D CELL will run an initial plagiarism test to verify if the complaint is genuine, in which case the following steps will be pursued.
4. In a case if overwhelming evidence of plagiarism is found, even anonymous complaints will be considered to deal as per plagiarism policy.
5. The case will be forwarded by SMEC R&D CELL within one week for further investigation on approval of principal.
6. In case the plagiarism complaint is against Head of Institution, then investigation will be initiated by the SMEC R&D CELL. The report will be submitted to the Chancellor office within 90 days for appropriate action.
7. Plagiarism Policy is applicable to all employees whether they are regular or contractual employee of the College.
8. Principal will notify the final outcome/decision to the SMEC R&D CELL as per plagiarism policy.


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Tasks of the R & D committee member

1. To provide guidance and advice to the academic community on all matters pertaining to academic research ethics.
2. To advise the IQAC on compliance with the 'Code of Ethics in Academic Research' of the various academic activities.
3. To provide guidance and academic support to scholars on ethical issues in respect of teaching, research and other academic activities
4. To act as an investigative/consultative body for any disputed matter concerning research ethics and conduct.
5. Paper has to submitted to the R&D Committee before the principal allows that paper to be presented in any seminar or workshops or it is published
6. R&D committee should meet; proceedings to be recorded, then plagiarism check happen.

Appointment and composition of the R&D Committee

The R&D Committee is appointed by the IQAC upon nomination by the Principal. The Committee shall be composed of members from each department. In case of conflict of interest, members of the R&D Committee shall be temporarily replaced by substitutes nominated by the Principal.

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