Date: 15th May 2025

Code of Ethics Policy for Research

1. Objective

The purpose of this Code of Ethics policy is to promote a culture of ethical conduct, academic integrity, mutual respect, and professional responsibility within the NIET Business School. This policy provides a framework for ethical behavior by all stakeholders of the institution including faculty, staff, students, and administrators.

2. Scope

This policy applies to all members of NIET Business School, including:

- Faculty
- Administrative and support staff
- Students
- Visiting scholars and researchers

3. Core Values

At NIET Business School, we are committed to upholding the following core values:

- **Integrity:** Upholding honesty and strong moral principles in all academic and professional activities.
- **Excellence:** Striving for the highest standards in education, research, and service.
- **Accountability**: Being responsible for one's actions and decisions.
- **Respect:** Promoting a culture of respect, fairness, and inclusivity.
- **Transparency:** Ensuring openness in academic, administrative, and financial matters.
- **Confidentiality:** Safeguarding institutional and personal information.

4. Responsibility of Institute Research Ethics Committee

The basic responsibility of Institute Research Ethics Committee is to ensure a competent review of all ethical aspects of the project proposals received and execute the same free from any bias and influence that could affect their objectivity as per the NIET Business School Ethics policy. The Institute Research Ethics Committee should provide advice to the researchers on all aspects of the welfare and safety of the research participants after ensuring the scientific soundness of the proposed research.

5. General Ethical Responsibilities

All members of the NIET Business School community shall:

- Comply with all applicable laws, regulations, and institutional policies.
- Avoid any actual or potential conflicts of interest.
- Refrain from any form of discrimination, harassment, or abuse.
- Maintain a professional, respectful environment conducive to learning and research.
- Protect institute resources and use them responsibly.
- Promote a safe and healthy educational and working environment.

6. CODE OF ETHICS to check malpractices and Plagiarism in research

6.1 PREAMBLE

Authors who present the words, data, or ideas of theirs with the implication that they own the same without attribution in a form appropriate for the medium of presentation, are committing theft of intellectual property and may be guilty of plagiarism and thus of research misconduct. This statement applies to reviews and to methodological and background/ historical sections of research papers as well as to original research results or interpretations.

6.2 PLAGIARISM

Plagiarism means copying another person' s text or ideas and passing the copied material as your own work without acknowledging them. According to University Grant Commission (UGC), plagiarism means 'taking someone else's work or idea and passing them as one's own'. And it will apply to the 867 universities and affiliated institutions that report to the nation's education regulator, the University Grant Commission (UGC). Plagiarism not only is legally wrong, but also morally corrosive. Any report/thesis/research paper based upon the writing of others should acknowledge every source used. Plagiarism is a common and serious issue in the academic field and elsewhere.

6.2.1 LEVELS OF PLAGIARISM

Plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition:

i. Level 1: Similarities from 20% to 40 % (invokes moderate penalty)

ii. Level 2: Similarities from 40% to 60 % (invokes substantial penalty)

iii. Level 3: Similarities from 60 % (invokes severe penalty)

Note: All References, bibliography, table of content, preface, acknowledgement, generic terms, laws, keywords, standard symbols and equations must be excluded from plagiarism check.

6.2.2 THE SCOPE OF PLAGIARISM

(a) Plagiarism may be due to:

- Copying (using another person's language and/or ideas as if they are your own);
- Collusion (unauthorized collaboration).

(b) Plagiarism include:

- **Quoting directly** another person's language, data or illustrations without clear indication that the authorship is not your own and due acknowledgement of the source.

- **Paraphrasing** the critical work of others without due acknowledgement-even if you change some words or the order of the words, this is still plagiarism if you are using someone else's original ideas and are not properly acknowledging it.
- **Using ideas** taken from someone else without reference to the originator;
- **Cutting and pasting** from the Internet to make a 'pastiche' of online sources;
- **Colluding** with another person, including another candidate (other than as might be permitted for joint project work).
- **Submitting** as part of your own report or dissertation someone else's work without identifying clearly who did the work (for example, where research has been contributed by others to a joint project);
- **Borrowing** words or ideas from other person or sources without citation;
- **Using software** or online translator to translate material without citation;
- **Buying assignments** from other sources;
- **Paying** for another to contribute to your work without citation
- **Reproducing** information that is not common knowledge or self-evident without citation;
- **Forgetting** to the cite sources without giving credit where credit is due;
- **Misquoting** to the cite sources without giving credit where credit is due;
- **Passing off** as one's own pre-written papers from the Internet or other source

6.2.3 GUIDELINES USED TO AVOID PLAGIARISM

The following guidelines should be taken to avoid plagiarism, self-plagiarism and other questionable writing practices:

Guideline 1: An ethical writer ALWAYS acknowledges the contributions of others to his/her work.

Guideline 2: Any verbatim text taken from another source must be enclosed in quotation marks and be accompanied by a citation to indicate its origin.

Guideline 3: When we summarize others' work, we use our own words to condense and convey others' contributions in a shorter version of the original.

Guideline 4: Whether we are paraphrasing or summarizing we must always identify the source of our information.

Guideline 5: When in doubt, as to whether a concept or fact is common knowledge, provide a citation.

Guideline 6: Follow the basic elements of copyright law, as it has been found that some instances of plagiarism, self-plagiarism, and even some writing practices that might

otherwise, be acceptable (e.g., extensive paraphrasing or quoting of key elements of a book) can constitute copyright infringement.

Guideline 7: Only those individuals who have made substantive contributions to a project merit authorship in a paper.

Guideline 8: Faculty-student collaborations should follow the same criteria to establish legal authorship. Mentors must exercise great care to neither award authorship to students whose contributions do not merit it, nor to deny authorship and due credit to the work of students.

Guideline 9: Proof reading is required to avoid plagiarism.

Guideline 10: Include reference page at the end of report/thesis/research paper/PPTs.

Guideline 11: Cite the online sources used.

Guideline 12: Facts or common knowledge need not be cited.

6.2.4 PROCESS INVOLVED IN CHECKING PLAGIARISM

i. The submitted thesis/Journal and conference research papers shall be checked for plagiarism through Turnitin software or availabe software at Institute.

ii. For project report/thesis, "Literature Review" chapter must be included in plagiarism checking.

iii, The maximum similarity index should not be more than 20% for complete project report/thesis and should not be more than 5% in case of individual references including reference from author's own previous works.

6.2.5 SELF-PLAGIARISM

If an essay or dissertation builds on an individual's previous work, it is essential that this is clearly identified in the text and is appropriately referenced as if it were written by a different person. When submitting project report/thesis, students will declare that no part of their work has already been submitted, or is being submitted, for any other project work of this or other university for any academic program. Self-plagiarism occurs when a student submits his or her own previous work, or mixes parts of previous works, without permission from all professors involved. Self-plagiarism also applies to submitting the same piece of work for assignments in different classes without previous permission from the professors.

6.3 USE AND MISUSE OF DATA

Research integrity requires not only the reported conclusions based on accurately recorded data or observations but all relevant observations are reported. It is considered a breach of research integrity to fail to report data that contradict or merely fail to support the reported conclusions, including the purposeful withholding of information about confounding factors.

6.4 OWNERSHIP OF AND ACCESS TO DATA

Research data obtained in studies performed at the institute by employees are not the property of the researcher who generated or observed them or even of the principal investigator of by research group. They belong to the institute, which can be held accountable for the integrity of the data even if the researchers have left the institute. A principal investigator who leaves the institute is entitled to make a copy of data to take to another institution so as to be able to continue the research or, in some cases, to take the original data, with a written agreement to make them available to the institute on request within a stated time period. Each student, post-doctoral fellow, or other investigators in a group project should come to an understanding with the research principal investigator, preferably in writing, about which parts of the project he or she might continue to explore after leaving the research group. Such an understanding should specify the extent to which a copy of research data may be taken. Co-investigators at another institution are entitled to access the data which they helped to obtain.

6.5 AUTHORSHIP AND OTHER PUBLICATION ISSUES

Publication of research results is important as a means of communicating to the scholarly world so that readers may be informed of research results and other researchers may be built on the reported findings. In fact, it is an ethical obligation for an investigator at the institute to make research findings accessible, in a manner consistent with the relevant standards of publication. The reported data and methods should be sufficiently detailed so that other researchers could attempt to replicate the results.

6.6 CRITERIA FOR AUTHORSHIP

Authorship should be awarded only to those persons who have made on original and significant contribution to the conceptualization, design, execution and interpretation of the published work. Individuals which have made smaller contributions giving advice, performing analyses or providing subject material, or who have supported the research in some other way, should be acknowledged.

6.7 ORDERS OF AUTHORS

A corresponding, or senior author should be designated for every paper, who will be responsible for communicating with the publisher or editor, for informing all co-authors of the status of review and publication, and for ensuring that all listed authors have approved the submitted version of the manuscript. The research guide should be the last author or corresponding author and other names should be included as co-author if there is any contribution by them.

6.8 SELF-CITATIONS

In citing one's own unpublished work, an author must be careful not to imply an unwarranted status of a manuscript. A paper should not be listed as submitted, in anticipation of a submission. A paper should not be listed as accepted for publication or in the press unless the author has received galley proof or page proof or has received a letter from an editor or publisher stating that publication has been approved, subject perhaps only to copy-editing.

7. Obligation to Report

7.1 Reporting Suspected Misconduct

Reporting suspected research misconduct is a shared and serious responsibility of all members of the academic community. Any person who suspects research misconduct has an obligation to report the allegation to the Head-PGP in which the suspected misconduct occurred or to the Chairperson- R&D Cell. Allegations are handled under procedures described in the institute's Policy. All reports are treated confidentially to the extent possible, and no adverse action will be taken, either directly or indirectly, against a person who makes such an allegation in good faith.

7.2 Correction of Errors

If there is a finding of error, either intentional or inadvertent, or of plagiarism should be made subsequent to publication, the investigator has an obligation to submit a correction or retraction in a form specified by the editor or publisher.

8. Responsibilities of a Research Investigator

An investigator who leads a research group has leadership and supervisory responsibilities with respect to the research performed by members of the group. The responsibilities of a Research Investigator typically involve planning, conducting, analyzing, and reporting research in a particular field.

9. Responsibilities to Funding Agencies

An investigator should be aware that the same standards of accuracy and integrity pertain to grant applications and proposals as to manuscripts submitted for publication. Reporting of results of experiments not yet performed as evidence in support ef the proposed research funding, the same definition of plagiarism applies to an application or proposal, including background and methodological sections, as to a publication.

10. Resources in support of Research

a) Institute Research and Development Fund

The principle of administering the allocation of the Research funding in the Institute is that it is an investment to create intellectual resources. It will help economic upliftment and intended to maximize the scientific outcomes that the Institute expects to result from staff and students Research.

b) Seed Money

The institute allocate research fund for all departments to spend the budget allocated to them consumables, non-consumables and R&D.

11. Centralized Common Research Facility

a) High quality and competitive research which may include involvement of Indian & internationally recognized researchers for interdisciplinary research.

b) Consistent with the objectives of the institute.

c) Expected to deliver outcomes that are novel, non-obvious and patentable.

d) Aligned to the priorities given by Research funders and organizations.

e) Substantial funding is to be generated for significant Research outputs and the resources are to be allocated frugally.

12. Guide/Supervisor

Guides must be aware of all the regulations and guidelines of NIET Business School. They should create and develop an awareness amongst their scholars.

13. Reporting and Enforcement

i. Violations of this Code should be reported to the Director.

ii. NIET Business School ensures protection against retaliation for those who report violations in good faith.

iii. Disciplinary action may include warnings, suspension, dismissal, or legal proceedings based on the severity of the misconduct.

Director

Additional Managing Director

Managing Director