



Code of Ethics and Plagiarism Policy

In order to attain academic excellence, CT University offers the best potential education and makes significant contributions to innovative research that addresses social and industrial issues. Hence, all members of the CTU community: faculty, students and research scholars, are required to uphold the highest standards of academic integrity and research ethics. Academic integrity refers to the moral behavior and commitment to specific principles in academia. Research ethics are widely accepted procedures designed to raise awareness among researchers of the values that guarantee the critical evaluation of research endeavors and the responsibility of individuals as accountable members of the academic community to effectively serve the society. This policy will be applicable to all CT University staff and students who are involved in research-related activities. This policy covered Research Ethics and Anti-Plagiarism policy.

General Guidelines related to Research Ethics and Anti-Plagiarism policy

- Faculty members are required to conduct their research in a way that maintains the university's credibility and trustworthiness, and to uphold key values such as honesty, integrity and sincerity.
- The research goals of any study should benefit both society and industry and should cause no social harm.
- The research objectives of any study should benefit both society and industry and should cause no social harm.
- Researchers should keep and preserve raw data of research activity/project for a minimum of five years with the university, unless requirement of longer period stipulated by the university or any concerned body for the purpose of specific work.
- Based on well-informed professional competence, researchers should ensure that a suitable study approach is chosen.
- Researchers should make an effort to assure factual truth and abstain from fabricating, manipulating, suppressing, or misinterpreting data.
- Researchers ought to be able to generalize the effects of research involvement for every participant and make an effort to mitigate any potential drawbacks for each particular person or group of people.

- The appropriate reporting and dissemination of research findings should be a priority for researchers.
- Researchers ought to make sure that their technique and conclusions are available for debate and peer review.
- Researchers must make sure that all outputs properly recognize their reliance on earlier research for information, data, concepts, and techniques.
- Each author ought to be given appropriate recognition for their contributions to the research project. Depending on the extent of their involvement, a student's or faculty member's name should be listed in the acknowledgement section of the article under the authorship section if they worked on a project and it was published.
- The order of authorship should be determined early in a work. Each author is required to read the finished papers and to assume full responsibility for the information, analysis, and conclusions made within.
- The manuscript's first author will be the most significant contributor. The first author of any article resulting from a master's or doctoral thesis should ideally be a student pursuing a master's or doctoral degree, and the corresponding author should be the supervisor.
- The names of all contributors to the work should be included in accordance with the standards set forth by the relevant journal.
- The university's affiliation details should be included in all publications in the following manner: (name), ... (designation) at.... (name of the university)
- With permission from their supervisor, students should publish their authorized thesis or dissertation, unless the university specifies otherwise.
- All inventions that might be eligible for patents must be disclosed to the university.
- In all of their research endeavors, faculty and staff members must declare their affiliation or association with the CT university.
- Every member of the faculty and staff is required to maintain their affiliation or association with this university on a variety of research platforms, such as Research Gate and Google Scholar.
- Two committees, one at the university level and one at the school level, are formulated in order to ensure research ethics and academic integrity. The composition of panel is listed below:

	School Academic Integrity Panel (SAIP)	University Academic Integrity Panel (UAIP)
Chairperson	Head of School	Vice-Chancellor
Co-Chairperson	Head of Department	Dean Academic Affairs/ Dean Research
Member Secretary	Research Coordinator of School	Dean Research nominee
Member	Senior academician from the School, to be nominated by the head of School	Senior academician from university, to be nominated by the Chairperson
Member	Senior academician from outside the School, to be nominated by the head of School	One Senior academician nominated by Chairperson from outside the University
Member	A person well versed with anti-plagiarism tools	A person well versed with anti-plagiarism tools

The Chairperson of SAIP and UAIP shall not be the same. Three panel members from both SAIP and UAIP will constitute a quorum for the meetings.

Anti-plagiarism Policy

One of the most severe infractions of academic ethics and integrity is plagiarism. Anybody who plagiarizes impacts the university's core principles and ideas about academic integrity and damages their own reputation among research academics. Any sort of plagiarism is not acceptable in the context of higher education and is considered a major violation for which an individual faces serious disciplinary action. Plagiarism is not tolerated at all at the university.

Using, presenting, or publishing someone else's work as your own without giving due credit or acknowledgment is plagiarism. Plagiarism is the use of another person's words or ideas without giving due credit or reference. It is extremely important to give credit where credit is due by citing the original source of the material.

This term applies to all written work, whether it be unpublished or published, downloaded from the internet, replicated from lecture handouts or from any other source, whether it be in handwritten, printed, or electronic form. Another type of plagiarism is called "collusion," which refers to when students or other people work together on a project without

permission. Plagiarism will be defined as the acts listed below as well as any additional actions that the university may from time to time specify:

- Writing something you haven't done yourself.
- Taking ideas from someone else's writing and paraphrasing them without giving proper credit
- Taking unpublished raw data and releasing it without properly citing the source.
- Ignoring to enclose the information, idea, or words in quotations.
- Providing false information on the quoted material's original source.
- Using a source's words differently but maintaining its sentence structure without providing credit.
- Whether you offer credit, plagiarizing so much of a source's ideas or words into your own work constitutes plagiarism.
- Self-plagiarism is the practice of writing or reusing one's own words, photographs, etc. from previously published materials. photographs should preferably be provided as scientific data because they are a type of data as well. Therefore, it is obvious that altering and releasing a picture that is connected to your research falls within the category of research misconduct, which is a subset of plagiarism.
- If a picture that has already been published elsewhere is included in the manuscript or any other publication material, you must obtain the copyright holder's express consent (who may be a publisher, journal, or individual) and ensure that it is properly cited. Certain photos are included in the "creative commons" category. The photographs can be used without charge as long as due acknowledgment is given under the "creative commons."
- When using any person's photos or information, the writers must attest that they have all the necessary consents. The person or legal guardian must indicate on the form that they are okay with photos and other personal information being submitted.
- The act of presenting research findings in multiple conferences, also known as core abstracts, with the exception of the following situations: (i) congress approval; (ii) copyright requirements are met; (iii) previous presentations are revealed; and (iv) repeated presentations are intended to reach a different audience.

Penalties

Penalties in the cases of plagiarism shall be imposed on students pursuing studies at the level of Masters and Research programs and on researcher, faculty & staff of the HEI only after academic misconduct on the part of the individual has been established without doubt, when all avenues of appeal have been exhausted and individual in question has been provided enough opportunity to defend himself or herself in a fair or transparent manner.

Penalties in case of plagiarism in submission of thesis and dissertations

University Academic Integrity Panel (UAIP) shall impose penalty considering the severity of the Plagiarism.

Level	Similarities	Penalties in case of plagiarism in submission of thesis and dissertations	Penalties in case of plagiarism in academic and research publications
Level 0	Similarities upto 10%	Minor Similarities, no penalty	Minor similarities, no penalty
Level 1	Similarities above 10% to 40%	Such student shall be asked to submit a revised script within a stipulated time period not exceeding 6 months	Shall be asked to withdraw manuscript
Level 2	Similarities above 40% to 60%	Such student shall be debarred from submitting a revised script for a period of one year	i) Shall be asked to withdraw manuscript. ii) Shall be denied a right to one annual increment. iii) Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of two years
Level 3	Similarities above 60%	Such student registration for that programme shall be cancelled	i) Shall be asked to withdraw manuscript. ii) Shall be denied a right to two successive annual increments. iii) Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of three years.

The UAIP will take disciplinary actions against faculty, staff, and students who repeatedly plagiarize, which may include termination or suspension of their degree.

Guidelines for availing research benefits:

- 10% is the maximum allowed value for similarity index for research publications. The publications having similarity index less than or equal to 10% are eligible for research benefits.
- All quoted work must be reproduced with permission and/or attribution, and all references, bibliographies, tables of contents, prefaces, and acknowledgements must be followed in accordance with UGC guidelines. This includes all laws, standard symbols, and standard equations. These guidelines should be followed when performing the plagiarism check for similarity index.
- Plagiarism check is to be performed for fourteen consecutive words and less than fourteen matching words will not be considered as plagiarism.