



# **CODE OF ETHICS FOR RESEARCH**

**HOLY CROSS COLLEGE (Autonomous)**

**Nagercoil - 629 004, Tamilnadu, India**

**Affiliated to Manonmaniam Sundaranar University, Tirunelveli**

**Accredited with A+ Grade (CGPA 3.35 - IV Cycle) by NAAC**

## Code of Ethics for Research

Research at Holy Cross College (Autonomous), Nagercoil, is guided by the principles of integrity, honesty, and respect for all individuals and communities involved. This Code of Ethics provides guidance to all faculty, research scholars, and students conducting research at our College. It includes procedures for collecting, analyzing, processing, and disseminating research data, and the publication of research findings. This code applies to all Project Reports, Dissertations, Theses, and Research Articles submitted to the Institution/ University/ Funding agency and Research Journals.

### Academic Integrity and Honesty

**Researchers must uphold integrity and honesty in all facets of their research endeavors.**

- ✦ Ensure all stages of research, from topic selection and data collection to analysis and presentation of findings, are conducted with honesty.
- ✦ Maintain detailed records of all research-related activities, such as literature reviews, research designs, data collection, analysis, interpretation, manuscript drafts, and correspondence with funding organizations or journals to ensure consistency and quality in decision-making and actions.
- ✦ Exercise diligence to avoid careless errors and negligence throughout the research process.
- ✦ Present research findings accurately, without manipulation.
- ✦ Strive to improve skills and stay informed about developments in the research field through proper training.

### Professional and Ethical Standards in Publications

**Authors of research articles are expected to adhere to standard guidelines.**

- ✦ Ensure the work is unpublished and free from copyright violations.
- ✦ Obtain proper approval from all co-authors.
- ✦ Follow all norms and conventions associated with conducting original research.
- ✦ Attribute references and provide proper citations.
- ✦ Adhere to journal guidelines and accept reviewers' corrections respectfully and implement suggested changes.
- ✦ Ensure that the manuscript adheres to ethical standards in research, including the appropriate treatment of human subjects, animals, and sensitive data.
- ✦ Acknowledge the contributions of individuals, as well as laboratories, institutions, and funding agencies that have provided support or assistance to the research work but do not meet the criteria for authorship.
- ✦ Check manuscripts for originality using "Plagiarism Checker Software" available at the College Library.

### Respect for Contributors in Research

**Researchers must uphold the dignity, rights, and privacy of all individuals contributing in research studies.**

- ✦ Obtain informed consent from research contributors.
- ✦ Seek prior permission from cited authors/ publishers, wherever necessary.
- ✦ Properly attribute and acknowledge the source of information in accordance with the rules, regulations, and conventions governing the source.

### Objectivity and Impartiality

**Researchers must maintain objectivity and impartiality in their research endeavors.**

- ✦ Conduct data collection and analysis transparently, enabling scrutiny and replication by peers.
- ✦ Avoid conflicts of interest or biases.

### Social Responsibility

**Researchers bear a responsibility to contemplate the wider societal implications of their research activities.**

- ✦ Contribute to knowledge advancement and community well-being.
- ✦ Approach research involving vulnerable populations with sensitivity and caution, considering their distinct needs and circumstances.

### Intellectual Property and Authorship

**Researchers must uphold Intellectual Property Rights (IPR) and acknowledge the contributions of others in their work.**

- ✦ Properly attribute sources and authorship.
- ✦ Collaborate and work in teams with mutual respect, fairness, and transparency.
- ✦ Establish clear agreements regarding roles, responsibilities, and ownership of intellectual outputs.

### Compliance with Regulations and Ethical Standards

**Researchers must adhere to all relevant laws, regulations, and ethical standards governing research, encompassing institutional policies, guidelines, and professional codes of conduct.**

- ✦ Establish ethical review to uphold the highest ethical standards and safeguards in research involving human subjects, animals, or sensitive data.
- ✦ Familiarize with Institutional and University rules and regulations, as well as Governmental policies.
- ✦ Promote social well-being and mitigate or reduce social harms through research activities.

## Accountability and Transparency

**Researchers are accountable for their actions and must maintain transparency.**

- ✦ Maintain transparency regarding methods, findings, and conflicts of interest.
- ✦ Report any misconduct or breaches of this Code of Ethics promptly through appropriate channels.

## Code of Ethics for Reviewers

**Reviewers are entrusted with the responsibility to uphold the integrity and quality of the peer review process by adhering to ethical standards.**

- ✦ Maintain the confidentiality of the peer review process.
- ✦ Evaluate manuscripts objectively and impartially.
- ✦ Provide constructive criticism to authors respectfully and courteously.
- ✦ Complete the reviews in a timely manner, adhering to the deadlines.
- ✦ Alert editors to any ethical concerns identified during the review process.

## Institutional Responsibility

**Institutions have a duty to cultivate an ethical and supportive academic environment that upholds professional research standards.**

- ✦ The Principal, Heads of Departments, Librarian, and Faculty are responsible for fostering a transparent academic environment that promotes professional and ethical research practices.
- ✦ Research supervisors are responsible for offering appropriate supervision and guidance to researchers, aligning with Institutional and University's guidelines on supervisory relationships, progress assessments, and conflict resolution procedures.
- ✦ The Research Ethics Committee (REC) oversees and addresses any instances of misconduct or violations of research ethics.

This Code of Ethics for Research serves as a foundation for upholding integrity, responsibility, and respect in all research activities conducted within Holy Cross College (Autonomous), Nagercoil. By adhering to this Code of Ethics, researchers affirm their commitment to the pursuit of knowledge for the betterment of society while maintaining the highest ethical standards.



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