



SOPHIA GIRLS' COLLEGE (Autonomous), AJMER

RESEARCH ETHICS POLICY

The Code of Ethics of the Sophia Girls' College (Autonomous), Ajmer is a common set of values which act as the foundation stone for every researcher to build their professional and scientific work on campus. The Research and Advisory Committee along with the Ethics committee and Intellectual Property Rights Cell are keen to embed and endorse a culture of honesty and transparency in all its institutional activities through its ethical dealings. The code is intended to provide both the principles and the rules to cover professional situations encountered by researchers. Sophia Girls' College (Autonomous), Ajmer is committed to promoting and maintaining high standards of integrity and accountability in the conduct of academic research.

The Institution is dedicated to guaranteeing a free academic environment to conduct research for both staff and students. Adhering to a set of ethical standards for Research Scholars work, the Code of Ethics has been formulated to provide a clear statement of the Institution's expectations from staff and students in respect of academic matters and research behaviour.

The following ethics serve as a guide for researchers in determining ethical courses of action in various contexts.

- Researchers are expected to maintain the highest levels of competence in their research works.
- Researchers are expected to be honest and respectful of others in their activities- in research, practice and service.
- Researchers are accountable for their research work and their course of action and should not be questionable in any case.
- Researchers must uphold academic integrity, respect the rights, dignity and worth of all people and take care to do no harm to life and property in the conduction of their work.
- Researchers shall ensure that work is based on original research and the manuscript can be examined by anonymous reviewers.
- Researchers shall not falsify data, data source, finding, claims or credentials.
- In their publications and presentations, Research Scholars shall explicitly identify credit and reference the author when they take data or material verbatim from another person's work, whether it is published, unpublished or electronically available.
- The Research Committee scrutinizes all research activities, proposals and projects initiated in the Institution and approve the same.
- Researchers shall ensure that personal and confidential information shall be protected.

- Researchers shall not engage in harassment of any person, including students, supervisors, employees or research participants.
- Researchers shall not involve in any act of discrimination based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability or sexual orientation, marital or family status, physical or mental disability.
- Researchers shall not be associated with any political parties or alleged for any criminal cases.
- Researchers are expected not to interact with media on behalf of institute or invite media persons on to the campus without the permission of the institute authorities.
- Researchers should be regular and must complete their assigned research work in the stipulated duration.
- Research Scholars shall maintain uttermost discipline in the Institution.

Note: If there is a case against a researcher for a possible breach of Code of Ethics, then the Ethics Committee will recommend a suitable disciplinary action and shall inquire into the alleged violation and accordingly suggest the action to be taken against the said scholar or staff.