



# The ICFAI University, Tripura

## Ethics Policy

The ICFAI University Tripura expects all its members to follow the highest standards of academic ethics. This document describes how these standards are to be implemented. It is advisable for all academic members (including faculty, doctoral or project researchers and students at all levels) & Non-teaching staff to familiarise themselves with its contents.

These guidelines apply in many possible contexts including teaching, conducting research, publishing papers, training and administration. Attention is given to a variety of situations where accidental or deliberate misconduct can occur. In the event of any allegation or possibility of misconduct having occurred, the appropriate remedial and/or disciplinary procedures are described herein.

### 1. Teaching & Training

1.1 Student admission should involve a fair procedure that is explicitly spelt out in advance. When assessments involve interviews, student selection, it has to be accepted that subjective academic judgements are involved. However, care must be taken to avoid considerations unrelated to the student's merit, as well as conflicts of interest.

### 1.2 Ethics in teaching and learning

IUT faculty members should aim for the highest quality in their course content and teaching methodology. The procedure by which a course will be assessed should be made clear to students at the outset. For the evaluation of projects and theses based on seminars/interviews, subjective academic judgements are inevitable but, as above, care must be taken to avoid introducing extraneous considerations. Assignments, tests, exams and related activities must be carried out strictly in accordance with the provided guidelines. Attempting to use any unauthorised materials or information, or copying or stealing from another student or any other source, is ethically unacceptable.

### 2. Confidentiality

Several aspects of academia require the maintaining of strict confidentiality. The proceedings and Minutes of certain meetings, as also assessments for hiring and promotion, are not to be discussed publicly. It is particularly important for the health of the Institute that candidates about whom positive or negative comments are made in confidence by specific members should not hear about these in a way that can create resentment or an inappropriate sense of obligation. Unauthorised circulation of confidential Minutes or other privileged communications, within or outside the Institute, amounts to a serious breach of academic ethics.



  
Registrar,  
ICFAI University Tripura  
Kamalghat, Tripura (West).

### 3 Sharing of facilities

Equipment installed at IUT is expected to be shared in a collegial spirit with colleagues who require access for their own research, as long as such access does not impede the original purpose for which the equipment was purchased. In such situations, the In-charge of the facility can decide on details such as who actually operates the equipment and at what times, as long as sharing is willingly facilitated and transparent procedures are in place.

### 4. Authorship

The authorship of publications is a very important issue since it is the way in which researchers receive credit for their contributions. All listed authors of a publication should have contributed significantly to it. It is inappropriate to offer "guest authorship" to anyone who has not made any significant contribution. Likewise, it is wrong to exclude from authorship anyone who deserves to be an author. It is unethical to include anyone as an author of a paper without their knowledge and clear consent. Depending on the field, the order of authorship can also be important. Deliberate failure to follow these criteria would be treated as ethical misconduct, not only towards the journal but also towards IUT.

### 5 Plagiarism

The use of someone else's work in one's own is not by itself unethical. A limited amount of textual material in someone else's paper can be copied if it is clearly marked as a quote (typically by enclosing it within quotation marks) and the source is explicitly cited where the quote starts or ends. Alternatively, text may be paraphrased with a general indication of where the concepts originated. Occasional re-ordering or substituting of words is not sufficient to count as paraphrasing: the recommended procedure is to read and understand the source material, then put it away and express the idea in one's own words. Besides textual material, the incorporation of ideas, figures, graphs etc from other sources in a manner that conveys a false impression that they are original amounts to plagiarism. Plagiarism is an issue not only for scientific publications but also internal reports, textbooks, monographs and grant proposals, Project Report. The considerations above apply equally in all these cases.

### 6. Reporting of misconduct

Suspected ethical misconduct at IUT must be reported to the Reporting Authority. There will be no reprisal for complaints made in all sincerity and good faith, even if they later turn out to be unfounded. However, complaints that turn out upon investigation to have been falsely made with deliberate intent to malign the accused will be treated as a serious form of ethical misconduct. The action will be taken as per the university act.



  
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