



CHRISTIAN DENTAL COLLEGE, LUDHIANA

CODE OF ETHICS FOR RESEARCH

Christian Dental College (CDC) strives to achieve academic excellence by providing the highest quality education and by contributing to original and impactful research to solve complex dental healthcare problems. Therefore, academic integrity and research ethics of the highest level are expected from every member of the CDC community including students, faculty, and staff.

SCOPE

This policy applies to all the written/unwritten and published/unpublished works produced at and for CDC. The written works include academic and research publications / IPR (research papers, books, articles, assignments, project reports, thesis (Masters & Ph.D.), research reports, patent, copyright, design registration, etc. The unpublished works also include experimental data. The plagiarism policy applies to all CDC communities including students, faculty and staff. The HOD shall also be responsible for disseminating the information about plagiarism

This policy covers the following:

1. Research Ethics – General Guidelines
2. Anti-Plagiarism policy
3. Institutional publication guidelines and norms


RESEARCH ETHICS – GENERAL GUIDELINES

1. All faculty members are expected to adhere to core values like honesty, integrity, and sincerity and conduct their research in such a manner that the reliability and trust of the institution should not be compromised or affected.


Principal
Christian Dental College
Ludhiana

2. All research work carried out in the institution should be presented for approval with Institutional Research Committee (CDC) and thereafter seek Institutional Ethics Committee (CMC) approval before the onset of proposed work.
3. Researchers should make sure that an appropriate research method is selected based on informed professional expertise. Researchers should ensure that reporting and dissemination are carried out responsibly.
4. Due credit should be given to all the authors depending upon their contribution to the research work.
5. All authors must read the completed papers and must be willing to take complete responsibility of the data, interpretations, and conclusions presented in the paper.
6. The most significant contributor will be the first author of the manuscript. For all papers coming out of a Master's degree, Library Dissertation, or Ph.D. thesis, the *first author* should be the PG/Ph.D student, unless in exceptional cases.
7. The corresponding author should be a person with the most significant contribution or the Supervisor. The guidelines of the concerned journal should be followed for including the names of all contributors in the paper.
8. Particulars of the affiliation of the Institution should be mentioned as follows in all publications as *Christian Dental College Ludhiana*.
9. Students should publish their approved thesis or dissertation work with the consent of the supervisor unless otherwise stipulated by the institution before the completion of the course.
10. Postgraduate students need to have at least one indexed publication before completion of the course.
11. All faculty members must strive to publish at least two indexed publications per year.
12. All student/faculty/staff members shall specify affiliation/association with the institution in all their research activities.
13. All student/faculty/staff members shall update their affiliation or association with this institution on various research platforms like Google Scholar, Scopus, Web of Sciences, and Vidwan.
14. All student/faculty/staff members need to send details of new publications to the office of the undersigned within 7 days of publication.

Principal
Christian Dental College
Ludhiana



ANTI-PLAGIARISM POLICY

Plagiarism is one of the most serious violations of academic integrity and ethics. Plagiarism is using, presenting, or publishing work of another person as your own without proper citation or acknowledgment. Plagiarism in any form is not permissible in the institution and is a serious misconduct that is subject to strict disciplinary action against the person found guilty. Using words or ideas of others without proper reference or citation is plagiarism. Anyone engaged in plagiarism threatens the values and beliefs of the academic integrity of the institution and undermines his/her credibility in the community of research scholars. It is very important to give credit, where it is due, to the other person by acknowledging the source of that information. All published and unpublished material, materials downloaded from the internet, copied from lecture handouts, or any other source whether in manuscript, printed, or electronic form, is covered by this definition. 'Collusion' is another form of plagiarism involving the unauthorized collaboration of students or other individuals in any piece of work.

Following and such other acts as prescribed by the Institution from time to time shall be considered as the act of plagiarism:

1. Writing someone else's work as your own.
2. Paraphrasing or copying ideas from someone else's work without giving due credit
3. Stealing unpublished raw data and publishing it without giving due credit.
4. Failing to put the words/idea/ information within quotes "..."
5. Giving incorrect information about the source of the quoted material.
6. Changing words but copying the sentence structure of a source without giving credit.
7. Copying many ideas or words from a source that it makes up the majority of your work irrespective of whether you have given credit or not.
8. Images are also a form of scientific data and ideally need to be presented as such. Manipulating an image related to your research and publishing the same, therefore, will fall under the ambit of research misconduct which comes under plagiarism.
9. All students need to avail Plagiarism Certificate from the undersigned before submitting their thesis to the University

Principal
Christian Dental College
Ludhiana

INSTITUTIONAL PUBLICATION GUIDELINES AND NORMS

1. All biomedical and health research conducted in the institution must be carried out with integrity and high-quality standards. The quality of research is to be guided by the regulations and guidelines laid down in the institution as per the guidelines prescribed by National and international bodies.
2. The researcher must ensure the authenticity of research results before reproducing or publicizing information outside of the Institution. Researchers should follow guidelines of International Committee of Medical Journal Editors (ICMJE), and Committee on Publication Ethics (COPE) on publication ethics, research integrity and authorship for the publication or presentation. The manuscripts should/must not be submitted to any predatory journals.
3. All research work conducted within the institution must be published with a renowned database within a stipulated period.
4. Publication should be in indexed (Medline/Scopus/Web of Science) journals
5. Plagiarism in any sort of matter is not entertained by the institution or any form of research misconduct is unethical.
6. Self-plagiarism, self-citation, data fabrication, falsification, manipulation of data or images, the wrong interpretation and use of statistical tools, gift/ghost authorship, etc. are not encouraged in the institution.
7. The primary author should be the person who has done most of the research work. Research performed as part of a mandatory requirement of a course/fellowship/training program including student research should have the candidate as the primary author.
8. Ghost/gifted authorship is not permitted and contributions by all authors should be identified. Authorship should be duly given to all those who have substantially scientifically contributed to the research and can include permanent/temporary staff.
9. The research manuscript should be preferably applied for copyright at <https://copyright.gov.in/> before being submitted for publication related to the research.
10. The applicant for the Copyright/ Patent or any other IPR application needs to be kept as *Christian Dental College Ludhiana* for any work done or attempted at the institution.

Principal
Christian Dental College
Ludhiana

11. Criteria for staff assessment for publication will be based on the criteria published by the Regulatory Body for Dental Education in India. (subject to changes as updated on the regulatory body's website)

| | Category | Points |
|----|---|--------|
| 1. | Category I: (1) Journals Indexed to Pubmed – Medline Please see- www.ncbi.nlm.nih.gov/pubmed (2) Journals published by Indian/International Dental Specialty Associations approved by Dental Council of India. | 15 |
| | Category II: (1) Medical / Dental Journals published by Government Health Universities <u>awarding</u> dental degree or Govt. Universities <u>awarding</u> dental degree (2) Original Research/Study approved by I.C.M.R/Similar Govt. Bodies (3) Author of Text / Reference Book concerned to respective specialty (4) PhD. or any other similar additional qualification after MDS | 10 |
| | Category III: (1) Journals published by Deemed Universities / Dental Institutions / Indian Dental Association (2) Contribution of Chapters in the Text Book | 5 |

MAY BE CONSIDERED AS OPTIONAL IN CATEGORY-I

1. The Journals indexed to the following agencies can be accepted:-
 - Web of Science
 - <https://clarivate.com/webofsciencegroup/solutions/webofscience-platform/>
 - SCOPUS www.scopus.com
2. All original research articles, Systematic reviews, Meta-analysis, Case reports and Review articles published in Web of Science, Scopus and PubMed.
3. Owner of Patent

Note:-

- A. For any publication, except original research, first author (principal author) will be given 100% points and remaining authors (co-authors) will be given 50% points and upto a maximum of 5 co-authors will be considered.
- B. For original research, all authors will be given equal points and upto a maximum of 6 authors will be considered.
- C. Maximum of 3 publications would be considered for allotting points in Category III.
- D. Publication in Tabloids / Souvenirs / Dental News magazines / abstracts of conference proceedings / Letter of acceptance etc. will not be considered for allotment of points.

Total Score Required:

For Professor and HOD:

40 marks

Principal
Christian Dental College
Ludhiana

Professor:

30 marks

Reader/Associate Professor:

20 marks

IMPORTANT:

A post-graduate teacher would be re-evaluated every three years and shall have at least an additional 15 points in their score.

Signature



Principal
Christian Dental College
Ludhiana.....

Date:.....

02/03/20