

# Code of Ethics for Panjab University Faculty

**Preamble** : This code provides guiding principles of conduct of every members of the faculty of Panjab University. It is the desire and purpose of the university to support and encourage scientific research and education, and to facilitate the creation and application of knowledge in the management of resources. Towards these ends, this code is intended to further Scientific Understanding through the Open and honest communication of research; to assure appropriate accessibility of accurate and reliable information to employers, policy makers, and the public; and to encourage effective education and training in every discipline. Teachers/Scientists of the university are expected to follow this Code.

**(A) Genreal** : Each member of the faculty should observe the following principles in the conduct of their professional affairs:

1. Teachers/ Scientists will offer professional advice and guidance only on those subjects in which they are informed and qualified through professional training or experience. They will strive to accurately represent scientific understanding and knowledge and to avoid and discourage dissemination of erroneous, biased, or exaggerated statements.
2. Teachers/ Scientists will not represent themselves as spokespersons for the university without express authorization by the Dean University Instructions/ Vice-Chancellor.
3. Teachers/ Scientists will not cooperate with other researchers whenever possible and appropriate to assure rapid interchange and dissemination of scientific knowledge.
4. Teachers/ Scientists will not plagiarize in verbal or written communication Instead will give full and proper credit to the works and ideas of others, and make every effort to avoid misrepresentation.
5. Teachers/ Scientists will not fabricate, falsify, or suppress results, deliberately misrepresent research finding, or otherwise commit scientific fraud.
6. Teachers/ Scientists will conduct their research so as to avoid or minimize adverse environmental effects of their presence and activities, and in compliance with legal requirements for protection of researchers, human subjects, or research organisms and systems.
7. Teachers/ Scientists will not discriminate against others, in the course of their work on the basis of gender, sexual orientation, marital status, creed, religion, race, color, national origin, age, economic status, disability, or organizational affiliation.
8. Teachers/Scientists will not practice or condone harassment in any form in any professional context.
9. In communications, teachers/Scientists should clearly differentiate facts, opinions, and hypotheses.
10. Teachers/ Scientists will neither seek employment, grants, gaints, nor attempt to injure the reputation or proffessional opportunities of another teacher/scientist by false, biases, or undocumented claims, by offers of gifts or favours, or by any other malicious action.
11. Teachers/ Scientists will not publish work done by others or their students they have guided in their own name(S) and without the co-authorship of the student(S)/ other collaborators.

**(B) Specific :** Teachers of the university are expected to adhere to all sections of the code; the following principles apply particularly to such individuals.

1. Teachers will present evidence of their qualifications, including professional training, publications, and experience, when required.
2. Before accepting offer of temporary appointment from any outside private agency, teachers should weigh the harm caused to the university in the event of accepting the short-term personal gain.
3. Teachers will respect requests for confidentiality from their employers or clients, provided that such confidentiality does not require violation of this Code or of legal statutes. Should conflicts arise between maintenance of confidentiality and legal or ethical standards, teachers should advise clients or employers of the conflict in writing.
4. In seeking employment through bids, teachers will describe salaries and fees and the extent and kinds of service to be rendered as accurately and fully as possible.
5. Teachers should use the university resources available to them, in performance of work contracted independently from other institutions, only with the full knowledge and consent of the university. Inappropriate use of access to the university resources should be avoided.
6. Teachers will accept compensation for a particular service or report from one source only, except with the full knowledge and consent of all concerned parties. It should be brought to the notice of the University as well.
7. University will utilize, or recommend utilization of appropriate experts whenever such action is essential to solving a problem.
8. Teachers will not knowingly associate professionally with, or allow the use of their names, reports, maps, or other technical materials by any enterprise known to be illegal or fraudulent.

**(C) Publication :** The following principles of ethical professional conduct apply to the faculty of Panjab University for reviewing, editing, or publishing grant proposals and papers in the professional literature in general.

1. Researchers will claim authorship of a paper only if they have made a substantial contribution. Authorship may legitimately be claimed if researcher(S).
  - a. Conceived the ideas or experimental design;
  - b. participated actively in execution of the study;
  - c. analyzed and interpreted the data; or
  - d. wrote the manuscript.
2. Researchers will not add or delete author(s) from a manuscript submitted for publication without consent of those author(s).
3. Researchers will not include as coauthor(s) any individual who has not agreed to be the content of the final version of the manuscript.

4. Researchers will not submit for publication any manuscript containing data they are not authorized to use. The University assumes that the principal Investigator(s) of a research project retain the right to control the use of unpublished data resulting from the project unless otherwise specified by contract or explicit agreement.
5. Researchers will not represent research results as new if they have been published or submitted elsewhere or submit a manuscript for publication while it is under review for possible publication elsewhere.
6. When using ideas or results of others in manuscripts submitted for publication, researchers will give full attribution of sources. If the ideas or results have not been published, they may not be used without permission of the original researcher. Illustrations or tables from other publications or manuscripts may be used only with permission of the copyright owner. Likewise the guides/supervisors will not publish the work done by their students under their authorship and denying the credit to the student.
7. Researchers will not purposefully delay publication of another person's manuscript or that of the student they have guided to gain advantage over that person or to punish the person.
8. Researchers submitting manuscripts for publication will promptly report to editors any errors in research results or interpretations discovered after submission of manuscript or its publication.
9. All the authors should put their signatures on the manuscript before submitting for publication. This will ensure that none of the authors was ignorant as regards the content of the paper. This will ensure equal responsibility of each author.
10. In terms of the order of authorship, it is proposed that students should be given authorship depending upon their contribution.
11. For success in science, interest in the subject is foremost. It is followed by the team-spirit and mutual confidence among the team-mates. Therefore, for allotment of students to various faculty members subject to the availability of the seat and specialization as well as willingness of the teacher, choice of the students should be the foremost criterion.

**(D) Erratic Marking:**

1. If the other university/institute brings to our notice any case of erratic marking by the Panjab University employee then an Expert Committee should be constituted to establish the truth. If the Expert Committee also confirms that erratic marking has been done, the concerned employee should be warned to remain cautious in future.
  2. If a case of erratic marking is found against an outside employee doing Panjab University's examination work then he should be debarred from doing Panjab University's examination work in future. The matter may also be brought to the notice of the concerned University/Institute for taking action against the concerned employee as per rules.
  3. If a case of erratic marking is found against Panjab University employee for doing own university's examination work then an Expert Committee should be constituted based on whose findings a regular enquiry may be instituted. Competent authority could then decide appropriate punishment in P.U. Calendar Volume III(2005) on pages 109-115.
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**PANJAB UNIVERSITY**

**Certificate from the Faculty Member joining to serve the University**

This is to state that I have carefully read and understood the contents of the above "Code of Ethics for Panjab University Faculty". I promise to observe, in letter and spirit, this Code of Ethics.

As a Mark of above promise I put my hand on it and submit it to the Registrar with my joining report. A copy of it is being retained for my use.

Date.....

(Signature of the teacher)