



YENEPOYA

(DEEMED TO BE UNIVERSITY)

Recognised under Sec. 3(A) of the UGC Act 1956

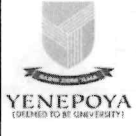
Accredited by NAAC with 'A+' Grade

Name of the Policy/ Guidelines	Code of Conduct and Ethics for Research Scholars
Objective	To ensure ethical and responsible research practices through adherence to principles, policies, and legal obligations that must be upheld by research scholars.
Short Description	This Code of Conduct and Ethics provides detailed guidelines on principles, policies, and legal obligations that must be upheld by research scholars/fellows to ensure ethical and responsible research practices. Confidentiality, responsible data handling, and ethical conduct are key components of this policy.
Scope	Applicable to all research scholars/fellows associated with Yenepoya Research Centre and engaged in research activities under Yenepoya (Deemed to be University).
Policy Status	Approved
Year of approval	11 th March 2026
Approval Authority	Executive Council
Responsible Officer	Registrar

REGISTRAR

Registrar
Yenepoya (Deemed to be University)
University Road, Deralakatte
Mangalore - 575 018

Date: 1.4.2026

	YENEPOYA RESEARCH CENTRE		Document No.	YU-YRC/DOC-025A	
	Title	CODE of CONDUCT and ETHICS for RESEARCH SCHOLARS	Version No	1.0	
			Release Date:	07.04.2025	
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1. Introduction

Since 2008, Yenepoya Research Centre (YRC) has served as a central research support system for the constituent colleges of Yenepoya (Deemed to be University) and external organizations. YRC provides state-of-the-art facilities to support high-quality research in interdisciplinary and multidisciplinary areas, including life sciences, chemical sciences, physical sciences, and bioinformatics to address contemporary challenges.

Quality policy of YRC: *“Yenepoya Research centre (YRC) is committed to undertake research for translating ideas into action by exploring new frontiers in science and technology, creating new knowledge and societal development by employing state-of-the-art technology and competent staff in compliance with certification standards set by ISO 17025: 2017.*

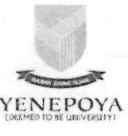
YRC ensures quality research by maintaining independence, impartiality and integrity in its operations, and improving its management system continuously. The research process adopted by YRC is transparent, rigorous upholding the ethical values and robustness to provide precise, high quality data without any bias to its users and customers. YRC commits to the health, safety, welfare and equality of its entire staff.”

This Code of Conduct and Ethics provides detailed guidelines on principles, policies, and legal obligations that must be upheld by research scholars/fellows to ensure ethical and responsible research practices. Confidentiality, responsible data handling, and ethical conduct are key components of this policy.

2. Ethical Principles and Core Values

The YRC Code of Conduct and Ethics is built on the following fundamental values:

- 2.1. Trustworthiness
- 2.2. Honesty
- 2.3. Commitment
- 2.4. Courageous Research Integrity
- 2.5. Teamwork & Collaboration

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2.6. Accountability & Responsibility

2.7. Empathy & Respect for Others

2.8. Confidentiality & Data Protection

3. Individual Responsibility in Decision-Making and Code of Conduct

Each individual affiliated with YRC must behave responsibly when interacting with YRC personnel, collaborators, visitors, or students undergoing training. Additionally, every individual has the duty to **report any violation** of this Code of Conduct and Ethics.

Reporting Violations

If any violations or unethical behavior are observed, the matter should be reported to the appropriate authority:

3.1. **Study Director/In-Charge/Supervisor**

3.2. **Deputy Director:** 0824-2204668 Extn 5041; deputydirectoryrc@yenepoya.edu.in

3.3. **Human Resources Department:** 0824-2204668 Extn 5016

3.4. **Sexual Harassment Prevention Committee or Internal Complaint Committee of the University:** 0824-2204668 Extn 5043

3.5. **Registrar's Office:** 0824-2204668 Extn 5003; Email: registrar@yenepoya.edu.in

3.6. In case of any grievances, it shall be handled as per the grievance redressal SOP (YU/YRC/133) and University policy. The first point of contact for any grievances of the scholars shall be the respective Supervisor. As per the SOP, further escalations/formation of independent committees shall be done.

4. Compliance with Laws, Rules, and Regulations

4.1. All research activities at YRC must comply with relevant national and international laws, institutional guidelines, and ethical regulations.

4.2. **Ethics Approvals:** Research involving human participants, animals, must obtain mandatory ethics committee approvals.

4.3. **Intellectual Property:** Researchers must comply with institutional policies regarding patents, copyrights, and confidential research findings. (IPR policy (1))

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4.4. **Safety & Environmental Responsibility:** Lab safety protocols must be followed, and hazardous materials should be handled with utmost caution.

4.5. Only the QA team, YRC and the Registrar, YDU have the authority to modify or amend this document, with the approval of the University Authorities. Any updates will be officially communicated to all employees, staff, and research scholars.

5. Confidentiality and Data Protection

5.1. Confidential Research Data and Intellectual Property

5.1.1. Research scholars, faculty, and staff must maintain strict confidentiality of all research data, findings, unpublished manuscripts, proprietary methodologies, and institutional records, at all times during and after the conduct of the research.

5.1.2. Any unauthorized sharing, publishing, or leaking of confidential information (including preliminary research findings, experimental data, clinical trial results, or any kind of unpublished data, published analyzed data) is strictly prohibited.

5.1.3. Researchers must ensure compliance with intellectual property (IP) rights, including patents, copyrights, technology transfers and institutional ownership of research discoveries.(IPR policy details)

5.2. Handling and Sharing of Confidential Data

5.2.1. Research data should only be shared with authorized personnel and within approved collaborations.

5.2.2. Data must not be disclosed to third parties, including competitors, media, or unauthorized institutions, without formal approval from Guide/ Supervisor/Institution

5.2.3. All research-related electronic and physical documents must be stored **securely**, and access should be limited to authorized personnel only. **The data shall be shared with the supervisor/co-supervisor on a regular basis (SOP no.106)**

5.3. Data Security and Storage

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5.3.1. Electronic research data must be stored in password-protected databases or encrypted cloud storage with access restricted to designated personnel, at least for a period of 5 years in clinical trials and 3 years in case of other studies.

5.3.2. Physical research data (e.g., lab notebooks, printed data sheets, project files, clinical reports, biological sample details) must be locked in secure storage units with controlled access.

5.3.3. In the event of a data breach, theft, or loss, it must be reported immediately to the Guide/ Co-Supervisor and if required appropriate YRC authorities (Deputy Director YRC/QA) for investigation and corrective action.

6. Ethical Research Practices

6.1. **Honesty & Integrity:** Scholars must conduct research truthfully, report data accurately, and avoid fabrication, falsification, or plagiarism.

6.2. **Originality:** All research work should be original. Proper citations must be provided for prior work, and plagiarism in any form is strictly prohibited.

6.3. **Data Management:** Maintain transparency in data collection, analysis, and storage. Raw data should be preserved for verification and reproducibility.

6.4. **Authorship & Acknowledgments:** Appropriate credits must be given to all contributors in research publications, reports, patents and presentations as per the ICMJE guidelines

6.5. **Sharing research protocol:** Sharing the in house standardized research protocols with friends/co-workers/colleagues without the consent of Principal Investigators is strictly prohibited.

6.6. **Usage of Research Material:** The bioresources (wild-type and bioactive components) and genetically modified organisms (and derivatives including recombinant proteins and knockouts), patented technology, new drug molecules, delivery systems etc., cannot be used/shared for new research work without the consent of the PI who pioneered the work and received the clearance from IBSC/ethics as applicable. In case of patient

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samples/data/samples from biobanks, appropriate consent and approvals should be taken before usage.

7. Professional Conduct

- 7.1. **Respect & Collaboration:** Research Scholars should treat colleagues, faculty, and staff with respect and professionalism.
- 7.2. **Conflicts of Interest:** Any potential conflicts, such as financial interests or collaborations, should be disclosed to the supervisor, ethics committees and institution.
- 7.3. **Mentorship & Supervision:** Regular and constructive communication with supervisors and adherence to their guidance is expected.
- 7.4. **Use of Institutional Resources:** Research facilities, equipment, and funds should be used responsibly and strictly for academic purposes.

8. Academic Integrity & Misconduct

- 8.1. **Plagiarism & Duplication:** Submitting work that is not original or duplicating submissions for multiple publications/conference presentations is a violation.
- 8.2. **Fabrication & Falsification:** Data must not be manipulated or misrepresented to support a hypothesis.
- 8.3. **Misuse of Resources:** Misuse of funding, lab facilities, or computing resources is not permitted.

9. Internal Conduct Among Employees, Staff, and Research Scholars

- 9.1. YRC upholds a zero-tolerance policy against retaliation (e.g., targeting someone who reports a concern in good faith).
- 9.2. Discrimination based on color, race, religion, gender, age, nationality, sexual orientation, marital status, or disability will not be tolerated.
- 9.3. Any form of harassment (physical, sexual, verbal, written, or psychological) is strictly prohibited.
- 9.4. Research scholars must avoid conflicts of interest arising from personal, social, or political activities that interfere with YRC's research mission.

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10. External Dealings and Ethical Communication

10.1. Public Representation and Media Communication

10.1.1. Only official spokespersons authorized by the Deputy Director, YRC may communicate with media, legal bodies, and external organizations.

10.1.2. Unauthorized employees, staff, or scholars must not disclose any information to the media or public. All external inquiries must be directed to the appropriate authorities.

10.2. Communication with Suppliers and Vendors

10.2.1. All transactions with suppliers (e.g., for equipment, consumables, software) must be fair, transparent, and legally compliant.

10.2.2. The Scholars shall not demand for bribery, kickbacks, and the exchange of gifts from vendors/suppliers

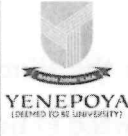
11. Maintenance of Documents and a Safe Working Environment

11.1. Proper documentation of all lab equipment, software, and research records is mandatory. Tampering, destruction, or unauthorized deletion of research records is a serious violation.

11.2. All research scholars, faculty, and staff must adhere to health and safety protocols in laboratories (Safety manual, spillage and biomedical waste management SOP). Any accidents, injuries, or unsafe conditions must be reported immediately to their immediate supervisor.

11.3. YRC prohibits the use of recreational drugs, alcohol, or banned substances within its premises.

11.4. **Environmental Responsibility:** All researchers must adhere to environmentally sustainable practices, ensuring proper disposal of hazardous materials and maintaining a clean and safe lab environment.

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12. Research Ethics in Collaborations and Outreach Activities

- 12.1. YRC supports scientific collaborations and short-term scientific projects, provided they comply with YRC's policies.
- 12.2. Ethical approval must be obtained before engaging in any research involving human subjects, animals, or sensitive data.
- 12.3. Research scholars are encouraged to engage in knowledge-sharing activities, but all outreach initiatives must be pre-approved by the supervisor and where applicable by the Yenepoya Research Centre.

13. Certification and Acknowledgment

I certify that I have received, read, and understood the Yenepoya Research Centre (YRC) Code of Conduct and Ethics.

I agree to:

- ☐ Comply with YRC's **Code of Conduct and Ethics** and institutional policies.
- ☐ Maintain the **confidentiality and integrity** of all research data and institutional information.
- ☐ Follow **ethical research practices** and report any violations to the appropriate authorities.

I understand that failure to comply with this policy may result in **disciplinary action**, including suspension or termination.

Signature: _____

Name: _____

Designation: _____

Department: _____

Date: _____

References:

1. <https://www.yenepoya.edu.in/img/pdf/Intellectual%20Property%20Rights%20Policy.pdf>