

**Code of Ethics to check malpractices and
plagiarism in Research**

Preamble:

Ethics is the most significant element of the academic activities in teaching and research. Teaching and research forms a novel combination of knowledge transfer which needs freedom to express the knowledge. Freedom in the academic process to express the knowledge and invention in the most ethical way. It include the freedom to inquire for innovation of new things in subject that encourage intellectual concern, to present findings, to publish data and conclusions without control or censorship and to teach in the manner they consider professionally appropriate. This requires integrity with the teaching and research.

Objectives:

- i. To create academic awareness about responsible conduct of research, study, project work, assignment, thesis, dissertation, promotion of academic integrity- and prevention of misconduct including plagiarism in academic writing among students, researchers, faculty- and other members of academic staff as well as any employee of institution.
- ii. To establish institutional mechanism through education and training to facilitate responsible conduct of research, study, project work, assignment, thesis, dissertation, promotion of academic integrity and deterrence from plagiarism.
- iii. To develop systems to detect plagiarism and to set up mechanisms to prevent plagiarism and punish a student, faculty, or staff of institution committing the act of plagiarism.

Plagiarism: Plagiarism constitutes unethical scientific behavior and is never acceptable. Proper acknowledgement of the work of others used in a research work must always be given. Further, it is the obligation of each author to provide prompt retractions or corrections of errors in published works.

There are varying degrees of plagiarism warranting different consequences and corrective action, listed below from most to least serious:

1. Verbatim or nearly verbatim copying or translation of a full paper(s), or the verbatim or nearly verbatim copying or translation of a significant portion(s) of another paper(s).
2. Disclosing unpublished data or findings without permission, even if attributed.
3. Unaccredited verbatim or nearly verbatim copying or translation of individual elements of another paper(s).
4. Unaccredited paraphrasing of pages or paragraphs from another paper(s).
5. Credited verbatim copying or translation of a major portion of a paper without clear delineation (e.g., quotes or indents)

Possible types of Ethical violations:

- 1) **Conflict of Interest:** Any action that may result in a conflict of interest must be fully disclosed. When objectivity and effectiveness cannot be maintained, the activity should be avoided or discontinued.
- 2) **Disputes about authorship:** Proper authorship representation is generally a matter for the involved parties to resolve.
- 3) **Duplicate Submission:** Duplicate submission abuses the resources of all affected journals, including the valuable time of editors, reviewers, and staff, and is unprofessional and unacceptable.
- 4) **Fabrication or misrepresentation of data or results:** Any incidence of fabrication or misrepresentation to be an extremely serious breach of professional conduct, with potentially severe ethical and legal consequences.

Publication Ethics Committee:

The Publications Ethics Committee is responsible for developing and monitoring policies and guidelines related to publishing ethics, in matters pertaining to possible violations and assisting with investigations of alleged violations. The degree of corrective action will be commensurate with the degree of plagiarism.

Disciplinary Action:

The Publication Ethics Committee which comprises five members team will establish and take care of the issues and complaints regarding the plagiarism and will submit the report after thorough investigation and recommends the disciplinary action to be imposed within a period of 3 weeks from the day of complaint.

The member comprises:

- 1) Principal: Chairman
- 2) Member Coordinator (R&D): Secretary
- 3) Respective Head of the Department: Member
- 4) Subject Experts: 2 Members

Standard working procedure for Research & Publication:

A standard working procedure is a set of instructions which are followed by the employees and students to perform the duty properly and consistently to achieve high quality result. It is to describe the procedure of reviewing and getting the approval for apparent publication.

Responsibility: The Applicant of the concerned

Documents need to be produced:

- 1) Plagiarism report by Turnitin, Crosscheck or any authorized (Maximum 20%)
- 2) No Objection certificate from Co-authors
- 3) Copy right form from author(s)