CODE OF ETHICS:

PLAGIARISM
**Preamble:**

Ethics and honesty are the two most important components of the academic activities (be it teaching or research). Teaching & research is a novel profession based on extremely high moral values. There cannot be any room for claiming the credit for the work he/she has not undertaken. Many times it is observed that some of the “academicians” knowingly or unknowingly publish or present other’s work as their own. Such acts will affect healthy academic atmosphere in the institute which will also harm the reputation of the institute as well as the individual. It is therefore important for an academic institute to have in place a policy on plagiarism to avoid such type of acts.

**GUIDELINES AND CODE OF ETHICS TO CHECK MALPRACTICES AND PLAGIARISM IN RESEARCH**

Code of ethics is one of the ethics in research to tackle plagiarism as a researcher claims others work as his/her own which degrades the entire research process. It hampers the reputation of the researcher and the institution from which he/she completes his/her research work.

Therefore, the need arises to assess the research work of the students and researcher who produce their work in the form of research papers, research articles, project reports and research proposals. In order to make the research work crystal clear and the original on the part of researcher, it should go through the process of plagiarism to maintain good academic standards.

**Matters of Ethical Concern in Research:**

I. **Plagiarism:** It is the most alarming threat towards integrity of research. Plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward. It means the use of material, ideas,
figures, code or data without appropriate acknowledgement or permission (in some cases) of the original source. This may involve the following:

a) Reproducing, in whole or part, text/sentences from a report, book, thesis, publication or the internet.

b) Reproducing one’s own previously published data, illustrations, figures, images, or someone else’s data, etc.

c) Taking material from class-notes or downloading material from internet sites, and incorporating it in one’s class reports, presentations, manuscripts or thesis without citing the original source.

d) Self plagiarism which constitutes copying exactly from one's own earlier published work in a journal or conference proceedings without appropriate citations.

II. Self-citation: In citing one's own unpublished work, an author must be careful not to provide the status of a manuscript. A paper should not be listed as submitted unless the Author has a written proof from the publisher of the book or editor of a journal that the paper has been accepted for publication.

III. Duplicate Publication: Researchers should not publish same article in two different places. The same is applicable for abstracts. Unexplained duplication of publication refers to self plagiarism.

Mechanism to Detect Plagiarism:

- It is the prime responsibility of an institute or research guide to distinguish between original and plagiarized work. In order to detect the plagiarism well known software’s/ tools (Turnitin, rammerly, Dupli checker, Copyleaks, Paperrater, Viper, Plagiarisma, Plagiarism Checker, Plagium, Plagscan, and PlagTracker etc) can be used.
Savitribai Phule University has adopted anti-plagiarism policy to detect instances of plagiarism and thereby preventing students from publishing, presenting and copying others work. The university use Turn-It-In software to detect plagiarism.

Procedure for Handling Alleged Plagiarism

a. Procedural Fairness: The Institution is committed to deal with alleged plagiarism in accordance with the principles of procedural fairness, including the right to:
   - Be informed of the allegations against them in sufficient detail to enable them to understand the precise nature of the allegations and to properly consider and respond.
   - Have a reasonable period of time within which to respond to the allegations against them.
   - Have the matter resolved in a timely manner.
   - Impartiality in any investigation process.
   - An absence of bias in any decision making.

b. Identification and Assessment of Alleged Plagiarism: Where an examiner detects or is made aware of alleged plagiarism by any person, the examiner must report the alleged plagiarism to an empowered body which confirms first if there is a plagiarism or not; if it is, then whether it is negligent or dishonest type and what is the degree of plagiarism. This empowered body will then submit its report along with its recommendation to statutory bodies which are empowered to take disciplinary actions. The severity of plagiarism can be categorized as Plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition:
   Similarities up to 10% - excluded
Level 1: Similarities above 10 to 40%
Level 2: Similarities above 40 to 60%
Level 3: Similarities above 60%
c. Counseling: As the detection of plagiarism and steps to prevent it are important, equally important is to educate students about the dangers of plagiarism. Institution needs to take steps to strengthen the moral of students so that they do not take support of the unfair-means.

**Guidelines for Action:**
The Institution will form a committee of about 5 experts who will examined whether there is plagiarism or not, if it is, then what is the level. This committee will have a Head of the Department or the Principal as an ex-officio member. This committee will submit its report to the Academic Council for a final decision in this regard.
The committee of experts will use the best possible software provided by UGC or National Knowledge Commission for detecting the plagiarism.
Code of Ethics: Plagiarism

**Plagiarism is a Cognizable Offence.**

The core work carried out by the student, faculty, staff and researcher shall be based on original ideas and shall be covered by Zero Tolerance Policy on Plagiarism.

The core work shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations.

Every submission related with research will be accompanied by an undertaking by the researcher indicating that the document is his/ her original work and free of any plagiarism and contain a bibliographic reference of the copied part.

**Follow Good Research Practices.**