

Code of ethics to check malpractices and plagiarism

Aim: The main objective of this stratagem which is undertaken to promote the research and research publications and prevention of misconduct including plagiarism in R&D.

Introduction: Ethics and plagiarism are the significant components in research and publication. Sometimes it is to be observed that researchers claim others work as their own, which disgrace the reputation of the individual/institution. There is every need to assess the academic/research work of the student/researcher scholar/researcher who produce their work in the form of Project reports, Seminar papers, Research papers, Research proposals and thesis work. Especially the research work in the form of papers/projects should go through the process of plagiarism and in order to maintain high academic and production standards. The research work produced is thoroughly assessed for their viability across the globe so as to reach the highest success. We take some extra measures to ensure that the work is at par with the National/International standards professional type setters which are engaged to bring about the best of results. The Authors are made responsible for their research work carried out, presentation and results are expressed. The institution deplores and dejects the violation of code of ethics which is dishonest and immoral infringing the copyrights act of intellectual property rights.

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

A varying degree of plagiarism is adopted 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 Disclosing unpublished data or findings without permission, even if attributed.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:

Institute has a Publications Ethics Committee which comprises of a five members team remains 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 is commensurate with the degree of plagiarism.

Disciplinary Action:

The Publication Ethics Committee establishes and takes care of the issues and complaints regarding the plagiarism and submits a detailed 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 of the following members:

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