Sadhubella Education Society's

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Internal Quality Assurance Cell

Code of Ethics to check malpractices and plagiarism in Research

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Code of Ethics to check malpractices and plagiarism in Research

1. Preamble

Plagiarism, as a form of scientific misconduct, has been on the rise in recent time. A researcher is required to have clear ethical and moral values in his academic pursuit. The researcher is expected to produce and submit original and genuine work. In the present era, huge information is available on internet and through online as source material. In this context, plagiarism has become a serious problem. It is, therefore, necessary for any reputed and prestigious institution to formulate well defined code of ethics to check menace of plagiarism. Accordingly, J. Watumull Sadhubella Girls College has framed the following guidelines. 'Plagiarism' is the unacknowledged use of another person's/ organizations work as one's own work. This involves copying of Phrases, clauses, sentences, paragraphs, or longer extracts from published or unpublished work including from internet without acknowledgement of the source.

2. Definitions:

As per the UGC draft of September 01, 2017 regarding Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions, UGC (http://www.ugc.ac.in/pdfnews/8864815_UGC-Public-Notice-on-Draft-UGC-Regulations,-2017.pdf) has given some conceptual definitions such as:

i. "Academic Misconduct Panel" shall mean the body constituted to investigate allegations of plagiarism as described under clause 11 in these regulations.

ii. "Academic Integrity" is the intellectual honesty in proposing, performing and reporting any activity, which leads to the creation of intellectual property.

iii. "Author" includes a student or a faculty or a researcher or staff of Higher Educational Institution (HEI) who claims to be the creator of the work under consideration.

iv. "College" means any institution, whether known as such or by any other name which provides for a course of study for obtaining any qualification from a university and which, in accordance with the rules and regulations of such university, is recognized as competent to provide for such course of study and present students undergoing such course of study for the examination for the award of such qualification;

v. "Commission" means the University Grants Commission as defined in the University Grants Commission Act 1956;

vi. "Degree means any such degree, as may, with the previous approval of the Central Government, be specified in this behalf by the University Grants Commission, by notification in the Official Gazette, under section 22 of the University Grants Commission Act, 1956;

vii. "Faculty" refers to a person who is teaching and / or guiding students enrolled in an Institution of Higher Education in any capacity whatsoever i.e. regular, ad-hoc guest, temporary, visiting etc;

viii. "Higher Educational Institution (HEI)" means an institution of learning including a university, an institution deemed to be university, a college, an institution of national importance declared as such by an Act of Parliament, or a constituent unit of such institution, which is imparting (whether through conduct of regular classes or distance education systems) higher education after twelve years of schooling leading to the award of a degree or diploma;

ix. "Information" includes data, message, text, images, sound, voice, codes, computer programs, software and databases or micro film or computer generated micro fiche;

x. "Notification" means a notification published in the Official Gazette and the expression "notify" with its cognate meanings and grammatical variation shall be construed accordingly;

xi. "Plagiarism" means an act of academic dishonesty and a breach of ethics. It involves using someone else's work as one's own. It also includes data plagiarism and self-plagiarism;

xii. "Programme" means a course or programme of study leading to the award of a degree or a diploma in Institution of Higher Education;

xiii. "Researcher" refers to a person conducting academic / scientific research in

xiv. "Script" includes research paper, thesis, study project report, assignment, dissertation and any other such work submitted for assessment / option leading to the award of degree or publication in print or electronic media by students of faculty or staff of an Institution of Higher Education;

xv. "Source" means the published primary and secondary material from any source whatsoever and includes written information and opinions gained directly from other people, including eminent scholars, public figures and practitioners in any form whatsoever as also data and information in the electronic form be it audio, video, image or test; Information being given the same meaning as defined under Section 2 (1)(v) of the Information Technology Act, 2000 and reproduced here in Regulation 2 (I).

xvi. "Staff" refers to all non-teaching staff working in Institution of Higher Education in any capacity whatsoever i.e. regular, temporary, contractual, outsourced etc.

xvii. "Student" means a person duly admitted and pursuing a programme of study including a research programme in full time or part time or distant mode;

xviii. "University" means university established or incorporated by or under a Central Act, Provincial Act or a State Act, and includes an institution deemed to be university;

xix. "Year" means the academic session in which a proven offence has been committed

3. Objectives:

3.1 To create academic awareness about ethical 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 college.

3.2 To establish institutional mechanism through education training to facilitate responsible conduct of research, study, project work, assignment, thesis, dissertation, promotion of academic integrity and deterrence from plagiarism.

3.3 To develop systems to detect plagiarism and to set up mechanisms to prevent plagiarism and punish the individuals who will be committing plagiarism.

4. Similarly checks for exclusion from Plagiarism

The similarity checks for plagiarism shall exclude the following:

i) All quoted work either falling under public domain or reproduced with all necessary permission and or attribution

ii) All references, bibliography, table of content, preface and acknowledgements

iii) All small similarities of minor nature

iv) All generic terms, laws, standard symbols and standard equations

5. Zero Tolerance Policy in core area:

The core work carried out by the student, faculty, staff and researchers shall be based on original ideas and shall be covered by Zero Tolerance Policy on Plagiarism. In case, Plagiarism is established in the core work claimed, then Plagiarism Disciplinary Authority (PDA) of the college shall impose maximum penalty. The core work shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations.

6. Levels of plagiarism in non-core areas

For all other (non-core) cases, plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition:

i) Similarities upto10% : excluded

ii) Level 1: Similarities above 10% to 40%

iii) Level 2: Similarities above 40 % to 60 %

iv) Level 3: Similarities above 60 %

7. Academic Misconduct Panel (AMP)

i) AMP shall be constituted by the college to investigate about the allegation of plagiarism and submit the report to the Plagiarism Disciplinary Authority (PDA).

ii) The AMP shall have the power to assess the level of Plagiarism and thus recommend penalty (ies) accordingly.

iii) The AMP shall consist of four members who shall be senior academicians with good publications record with at least one member nominated by the Principal of college from outside the college. The Chairman of the AMP is Principal. The third member shall be a reputed Academician from the Discipline in which the plagiarism is alleged. The Fourth member shall be an expert well versed with anti-plagiarism tools.

iv) The AMP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, researcher, faculty member or any other employee of college.

v) The AMP shall send the report after investigation and the recommendations on penalties to be imposed to the PDA preferably within a period of 60 days from the date of complaint/ initiation of the proceedings in case of show cause notice.

vi) The AMP shall provide a copy of the report to the person (s) against whom Inquiry report is submitted.

8. Plagiarism Disciplinary Authority (PDA):

i) PDA shall be constituted by the college to consider there commendation of the AMP and take appropriate decision after giving a hearing to the accused person.

ii) There shall be three members in the PDA
1. Principal - Chairman
2. IQAC Co-Ordinator (Secretary)
3. Librarian- (Member)

Penalties OR Guidelines for Action:

Plagiarism Disciplinary Authority (PDA) of the College based on recommendations of the Academic Misconduct Panel (AMP) shall impose penalty considering the severity of the Plagiarism. This committee will submit its report to the college management as well university authorities for a final decision in this regard. The committee (PDA & AMP) of

experts will use the best possible software provided by UGC-INFLIBNET or college for detecting the plagiarism. Penalties in the cases of plagiarism shall be imposed on students pursuing studies at the level of UG, PG, Masters, M. Phil., Ph.D. and faculty / staff of the Colleges only after academic misconduct on the part of the offender has been established without doubt, when all avenues of appeal have been exhausted and individual in question has been provided with adequate opportunity to defend himself or herself in a fair or transparent manner. The degree of penalty served will commensurate with the degree of seriousness of offence and misconduct established.

(a) Penalties for Students (UG, PG and Ph D Student)

Plagiarism Disciplinary Authority (PDA) of the college, based on recommendations of the Academic Misconduct Panel (AMP), shall impose penalty considering the severity of the Plagiarism.

i) **Level 1:** Similarities above 10 % to 40 % - Such student shall not be given any marks and/or credit for the plagiarized script and shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.

ii) **Level 2**: Similarities above 40 % to 60 % - Such student shall not be given any marks and/or credit for the plagiarized script and shall be asked to submit a revised script after a time period of one year but not exceeding eighteen months.

iii) **Level 3**: Similarities above 60 % -Such student shall not be given any marks and/or credit for the plagiarized script and his/her registration for that course will be cancelled.

Note 1: Penalty on repeated plagiarism- Such student shall be punished for the plagiarism of one level higher than the previous level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative.

Note 2: Penalty in case where the degree/credit has already been obtained –If plagiarism is proved on a date later than the date of conferring of degree or credit as the case may be then his/her degree or credit shall be put in abeyance for a period decided by the AMP and PDA.

(b) Penalties for faculty, staff.

i) **Level 1:** Similarities above 10 % to 40% - Shall be asked to withdraw manuscript submitted for publication and shall not be allowed to publish any work for a minimum period of one year.

ii) **Level 2:** Similarities above 40 % to 60 % - shall be asked to withdraw manuscript submitted for publication and shall not be allowed to publish any work for a minimum period of two years and shall be denied a right to one annual increment and shall not be allowed to be a supervisor to any UG, PG, M.Phil., Ph.D student/scholar for a Period of two years.

iii) **Level 3**: Similarities above 60 % - shall be asked to withdraw manuscript submitted for publication and shall not be allowed to publish any work for a minimum period of three years and shall be denied a right to two successive annual increments and shall not be allowed to be a supervisor to any UG, PG, M.Phil., Ph.D. student/scholar for a period of three years.

Note 1: Enhanced penalty on repeated plagiarism - shall be punished for the plagiarism of one level higher than the lower level committed by him/her. In case, where plagiarism of highest level is committed then the punishment for the same shall be operative. In case level 3 offence is repeated then the concerned person shall be dismissed.

Note 2: Penalty in case where the benefit or credit has already been obtained - If plagiarism is proved on a date later than the date of benefit or credit obtained as the case may be then his/her benefit or credit shall be put in abeyance for a period decided by the AMP and PDA on recommendation of the AMP.

Note 3: If there is any complaint of plagiarism against the Head of Department as well as college, a suitable action, in line with these regulations, will be taken by the Competent Authority as the title may be.

9. Awareness Programmes and Trainings:

i) College will arrange regular awareness programme for students, faculty and staff about proper attribution, seeking permission of the author wherever necessary,

acknowledgement of source compatible with the needs and specificities of disciplines and in accordance with rules and regulations governing the source.

ii) College will conduct sensitization seminars/ awareness programmes on responsible conduct of research, project work, assignment, thesis, dissertation, promotion of academic integrity and ethics in education for students, faculty and other members of academic staff.

iii) College will –

a) Include the cardinal principles of academic integrity in the curricula of Under graduate (UG)/Postgraduate (PG)/Master's degree as a compulsory course work.

b) Include elements of responsible conduct of research and publication ethics as a compulsory course work for UG,PG. and Ph.D. Scholars.

c) Train students, faculty members, staff and researchers for using plagiarism detection tools and reference management tools.

d) Establish facility equipped with modern technologies for detection of plagiarism.

e) Encourage students, faculty members, staff and researchers to register on international researcher's Registry systems.

Principal
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