

**Maratha Samaj Seva Mandal's
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Internal Quality Assurance Cell

CODE OF ETHICS TO CHECK MALPRACTICES AND PLAGIARISM

PREAMBLE

The main objective of this policy/code of ethics is to promote the research and research publications and prevention of misconduct including plagiarism in R&D. The purpose of this set of guidelines is to provide a positively oriented set of practical suggestions for maintaining integrity in research. Not only does the ethical conduct of science satisfy a scientific moral code, it also leads to better scientific results. Because, the adherence to ethical research practice leads to more attention to the details of scientific research including qualitative analysis, quantitative & statistical techniques and to more thoughtful collaboration among investigators. Also, the credibility of science with the general public depends on the maintenance of the highest ethical standards in research.

Observance of these guidelines will help an investigator avoid departures from accepted ethical research practice and prevent those most serious deviations that constitute research misconduct. Research misconduct is defined as fabrication, falsification, or plagiarism including misrepresentation of credentials in proposing, performing, or reviewing research or in reporting research results. It does not include honest error or differences of opinion. Misconduct as defined above is viewed as a serious professional deviation that is subject to sanctions imposed both by the Institution by many professional associations and in the case of funded research, the respective funding agency.

These guidelines can be used as a common repository of generally accepted practice for experienced researchers and as an orientation to those beginning research careers. Although some of these principles apply to all fields of research including scientific research, social and behavioral sciences that involve collection and interpretation of data. These materials can be adapted or specified in a more particular form appropriate for each scholarly discipline or academic unit. In fact, many academic units

have developed excellent handbooks on research ethics and integrity. When in doubt about the accepted ethical standards in a particular case, a researcher should discuss the matter on a confidential basis with an academic supervisor, another respected colleague, or the Dean of Research of the Institution.

1. Plagiarism - 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 will degrade 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 has to maintain high academic and production standards. The research work produced would be thoroughly assessed for their viability across the globe and needs 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.

Authors who present the words, data, or ideas of others with the implication that they own the same, without attribution in a form appropriate for the medium of presentation, are committing theft of intellectual property and may be guilty of plagiarism and thus of research misconduct. This statement applies to reviews and to methodological and background/historical sections of research papers as well as to original research results or interpretations. If there is a word-for-word copying beyond a short phrase or six or seven words of someone else's text, that section should be enclosed in quotation marks or indented and referenced, at the location in the manuscript of the copied material, to the original source. The same rules apply to grant applications and proposals, to clinical research protocols, and to student papers submitted for academic credit. Not only does plagiarism violate the standard code of conduct governing all researchers, but in many cases it could constitute an infraction of the law by infringing on a copyright held by the original author or publisher.

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)

2. Use and Misuse of Data-

Research integrity requires not only that reported conclusions are based on accurately recorded data or observations but that all relevant observations are reported. It is considered a breach of research integrity to fail to report data that contradict or merely fail to support the reported conclusions, including the purposeful withholding of information about confounding factors. If some data should be disregarded for a stated reason, confirmed by an approved statistical test for neglecting outliers, the reason should be stated in the published accounts. A large background of negative results must be reported. Any intentional or reckless disregard for the truth in reporting observations may be considered to be an act of research misconduct.

3. Ownership of and Access to Data-

Research data obtained in studies performed at the Institution by employees of the Institution are not the property of the researcher who generated or observed them or even of the principal investigator of the research group. They belong to the Institution, which can be held accountable for the integrity of the data even if the researchers have left the Institution. Another reason for the Institution claim to ownership of research data is that the Institution, not the individual researcher, is the grantee of sponsored research awards. Reasonable access to data, however, should normally not be denied to any member of the research group in which the data were collected. If there is any possibility that a copyright or patent application might emerge from the group project, a written agreement within the group should specify the rights, if any, of each member of the group to the intellectual property. A researcher who has made a finding which may be patentable should file an Invention Disclosure with the Office of Technology Management.

4. 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.

5. 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.

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)