S.N.D.T. Women's University
Sir Vithaldas Thackersey College of Home Science
(Autonomous)
NAAC Re-accredited 'A' Grade

UGC Honor - College with Potential for Excellence

(Established - 1959)

Code of Ethics to Check Malpractices and Plagiarism in Research

Introduction

The College had adopted University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018 (dated 23rd July 2018) published in The Gazette of India (Extraordinary Part III – Section 4, dated 31st July 1998).
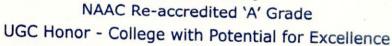
Definitions

The College had verbatim accepted following definitions by UGC:

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

2. "Author" includes a student or a faculty or a researcher or staff of College who claims to be the creator of the work under consideration;

3. "College Academic Integrity Panel" shall mean the body constituted at College level to take appropriate decisions in respect of allegations of plagiarism and decide on penalties to be imposed.

4. "Common Knowledge" means a well known fact, quote, figure or information that is known to most of the people;

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

6. "Information" includes data, message, text, images, sound, voice, codes, computer programs, software and databases or microfilm or computer generated microfiche;

7. "Plagiarism" means the practice of taking someone else's work or idea and passing them as one's own.

8. "Researcher" refers to a person conducting academic / scientific research in College;

9. "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,

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video, image or text; information being given the same meaning as defined under   Section.

10. "Staff" refers to all non-teaching staff working in College in any capacity whatsoever i.e. regular, temporary, contractual, outsourced etc.

Objectives

1. To create awareness about responsible conduct of research, promotion of academic integrity and prevention of misconduct including plagiarism in academic writing among student, faculty, researcher, and staff.

2. To establish institutional mechanism through education and training to facilitate responsible conduct of research, promotion of academic integrity and deterrence from plagiarism.

3. To develop systems to detect plagiarism and to set up mechanisms to prevent plagiarism and punish a student, faculty, researcher or staff of College committing the act of plagiarism.

Duties of College

To establish the mechanism to enhance awareness about responsible conduct of research and academic activities, to promote academic integrity and to prevent plagiarism.

Awareness Programmes and Training

1. To instruct students, faculty, researcher 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, international conventions and regulations governing the source.

2. To conduct sensitization seminars/ awareness programs every semester on responsible conduct of research, promotion of academic integrity and ethics in education for students, faculty, researcher, and staff.

3. To include the cardinal principles of academic integrity in the curricula of Undergraduate (UG)/Postgraduate (PG)/Master's degree etc. as a compulsory

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coursework/module.

4. To include elements of responsible conduct of research and publication ethics as a compulsory course work/ module for Masters.

5. To train student, faculty, researcher, and staff for using plagiarism detection tools and reference management tools.

6. To establish facility equipped with modern technologies for detection of plagiarism.

Curbing Plagiarism

1. College shall declare and implement the technology based mechanism using appropriate software so as to ensure that documents are free of plagiarism at the time of their submission.

2. The mechanism as defined above (no. 1) shall be made accessible to all engaged in research work including student, faculty, researcher and staff, etc.

3. Every student submitting a document to the College shall submit an undertaking indicating that the document has been prepared by him or her and that the document is his/her original work and free of any plagiarism.

4. The undertaking shall include the fact that the document has been duly checked through a plagiarism detection tool approved by the College.

5. College shall develop a policy on plagiarism and get it approved by its relevant statutory bodies/authorities. The approved policy shall be placed on the homepage of the College website.

6. Each supervisor shall submit a certificate indicating that the work done by the researcher under him / her is plagiarism free.

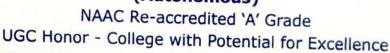7. College shall create Institutional Repository on College website which shall include publications.

Similarity Checks for Exclusion from Plagiarism

The similarity checks for plagiarism shall exclude the following:

1. All quoted work reproduced with all necessary permission and / or attribution.

2. All references, bibliography, table of content, preface and acknowledgements.

3. All generic terms, laws, standard symbols, and standards equations.

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Note:

The research work carried out by the student, faculty, researcher and staff shall be based on original ideas, which shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations only and shall not have any similarities. It shall exclude a common knowledge or coincidental terms, up to fourteen (14) consecutive words.

Levels of Plagiarism

Plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition:

- Level 0: Similarities up to 10% - Minor similarities, no penalty
- Level 1: Similarities above 10% to40%
- Level 2: Similarities above 40% to60%
- Level 3: Similarities above60%

Detection/Reporting/Handling of Plagiarism

If any member of the academic community suspects with appropriate proof that a case of plagiarism has happened in any document, he or she shall report it to the College Academic Integrity Panel (CAIP).

The College authorities can also take *suomotu* notice of an act of plagiarism and initiate proceedings under these regulations. Similarly, proceedings can also be initiated by the College on the basis of findings of an examiner. All such cases will be investigated by the CAIP.