

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

### **Introduction**

Ethics is the most significant element of the academic activities in teaching and research. Teaching and research forms a novel combination of knowledge transfer which needs freedom to express the knowledge. This requires integrity with the teaching and research. 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 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 is defined as presenting another person's work as one's own work. Presentation includes copying or reproducing it without the acknowledgement of the source.

There are varying degrees of plagiarism warranting different consequences and corrective action, listed below from most to least serious:

- 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).
- Disclosing unpublished data or findings without permission, even if attributed. Unaccredited verbatim or nearly verbatim copying or translation of individual elements of another paper(s).
- Unaccredited paraphrasing of pages or paragraphs from another paper(s).
- Credited verbatim copying or translation of a major portion of a paper without clear delineation (e.g., quotes or indents)

## **Instructions to the Students for Avoiding Plagiarism**

Plagiarism could be avoided by paraphrasing, citing, quoting and referencing the original work. There are five basic rules regarding the use of information in professional and in academic writing:

1. If you use the language of your source, you must quote it exactly, enclose it in quotation marks, and cite the source.
2. If you use ideas or information that is not common knowledge, you must cite the source.
3. If you didn't invent it, cite the source.
4. Unless your professor explicitly tells you to paraphrase, don't paraphrase.
5. When in doubt, cite the source. Doing so can only enhance your readers sense of your honesty

## **Action upon malpractice and plagiarism:**

The Institute has software "GRAMMERLY" to detect plagiarism. This is the best online tool for detecting the plagiarism in both research papers and the Project report of the students.. Disciplinary Action will be taken against the students based on the complaints regarding the plagiarism after thorough investigation. Based on the complaint, disciplinary action to be imposed within a period of 3 weeks. The degree of corrective action will be commensurate with the degree of plagiarism.

## **Standard working procedure for Research & Publication for Faculty and the Students:**

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 of the concerned. Documents need to be produced:

- 1) Plagiarism report by GRAMMERLY software (Maximum 20%)
- 2) No Objection certificate from Co-authors
- 3) Copy right form from author(s)