

GUIDELINES AND CODE OF ETHICS TO CHECK MALPRACTICES AND PLAGIARISM IN RESEARCH

Preamble:

The set of guidelines are framed in order to maintain the morality of research done by the M.Phil & Ph.D Research students of the College as well as research papers published by the faculties in the CTBC's International Research Journal (CTBC's IRJ). These suggestions can be followed by the researchers for publishing research papers in other journals also. These guidelines will help the researcher to avoid intended/ unintended misconducts while presenting their research report in thesis/dissertation/journals/books etc.

Research misconduct means fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results.

Fabrication is making up data or results and recording or reporting them.

Falsification is manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.

Plagiarism is the appropriation of another person's ideas, processes, results, or words without giving appropriate credit.

Research misconduct does not include honest error or differences of opinion.

Matters of Ethical Concern in Research:

I) Plagiarism: It is the most alarming threat towards integrity of research. Plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward. It means the use of material, ideas, figures, code or data without appropriate acknowledgement or permission (in some cases) of the original source. This may involve the following:

- (a) Reproducing, in whole or part, text/sentences from a report, book, thesis, publication or the internet.
- (b) Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc.
- (c) Taking material from class-notes or downloading material from internet sites, and incorporating it in one's class reports, presentations, manuscripts or thesis without citing the original source.
- (d) Self plagiarism which constitutes copying exactly from one's own earlier published work in a journal or conference proceedings without appropriate citations.

II) Self-citation: In citing one's own unpublished work, an author must be careful not to provide the status of a manuscript. A paper should not be listed as submitted unless the Author has a

written proof from the publisher of the book or editor of a journal that the paper has been accepted for publication.

III) Duplicate Publication: Researchers should not publish same article in two different places. The same is applicable for abstracts. Unexplained duplication of publication refers to self-plagiarism.

Steps to avoid Malpractices:

1. Students or faculty members while going for data collection to other institutes must carry College Letter and their College I-Cards. They need to maintain a record of the institutes visited, persons interviewed/met for research data collection etc.
2. M.Phil/Ph.D Students need to fill up a self-declaration form that the contents of the thesis/dissertation are not plagiarized, wherever required necessary citations have been given. In case, they have any doubts regarding citations, they must discuss with their research guides in detail.
3. Faculty members while submitting research papers in CTBC's IRJ, need to fill up a Copyright Form mentioning issues regarding citations provided and sources referred. The research papers are sent for blind peer-review in order to check the originality of the paper and maintain the authenticity of the journal. All the issues related to the research paper will be addressed only to the author of the paper and not to the Chief-Editor of the Journal.
4. The Research guide will be checking the Plagiarism Percentage of the M.Phil/Ph.D Dissertation/Thesis using Plagiarism Checker and inform the student for any modification required. Since, there is no available tool to check plagiarism in Devnagri Script papers therefore the researcher will have to submit self-declaration related to the research work contents. Savitribai Phule Pune University Research Guidelines will be followed for the same.
5. Research papers of faculty members will also be checked using Plagiarism Checker.

Failure to comply with the provisions might compromise the College's claim to intellectual property and action will be taken as per the University/UGC norms.