

### ***3.3.1. The institution has a stated Code of Ethics to check malpractices and plagiarism in Research***

#### **Mechanism:**

#### **Malpractices:**

Our Institute strictly follows code of conduct prescribed the N.M.University, Jalgaon for Examinations. Malpractices such as copying, using cell phones or answers from texts or guides are completely banned. Any student found guilty is reported to the external examiner and the university takes action on the defaulters.

Our institution does not allow any malpractices or plagiarism in research. Individual researchers undertake the responsibility of original research done and secondary and primary sources are accepted and acknowledged wherever required in each research paper.

Cheating is dishonest behavior usually in tests or examinations. It includes: Unless explicitly authorized by the course instructor or examiner ,using books, notes, diagrams, electronic devices, or any other aids during an examination, either in the examination room itself or when permitted to leave temporarily; Copying from the work of other students. Communicating with others during an examination to give or receive information, either in the examination room or outside it; Consulting other on a take-house examination (unless authorized by the course instructor); Commissioning or allowing another person to write an examination on one's behalf; Not following the rules of an examination; Using for personal advantage, or communicating to other students, advance knowledge of the content of an examination (for example, if permitted to write an examination early); Altering answers on an assignment or examination that has been returned; Taking an examination out of the examination room if this has been forbidden.

#### **Plagiarism:**

Plagiarism is a form of academic dishonesty in which one person submits or presents the work of another person as his or her own, whether from intent to deceive, lack of understanding, or carelessness. Students "use of others" expression of ideas, whether quoted verbatim or paraphrased, must also be clearly acknowledged according to acceptable academic practice. It is the responsibility of each student to learn what constitutes acceptable academic practice. Plagiarism includes the following practices: Not acknowledging an author or other source for one or more phrases, sentences, thoughts, code, formulae, or arguments incorporated in written work, software, or other assignments (substantial plagiarism); Presenting the whole or substantial portions of another person's paper, report, piece of software, etc. as an assignment for credit, even if that paper or other work is cited as a source in the accompanying bibliography or list of references (complete plagiarism). This includes essays found on the internet. Students who are uncertain what plagiarism is should discuss their methodology with their instructors. Obtaining or attempting to obtain an academic advantage by non-academic means such as bribes or threats; Hindering other students in obtaining fair access to materials and facilities; for example, cutting an article out of a Library copy of a journal; Theft of another student's notes; Alteration or destruction of the work of other students; Behavior that interferes with the evaluation of another student's work, such as failure to participate in a group project

### **Code of Ethics**

- No form of plagiarism allowed. Plagiarism takes many forms viz. “passing off” another’s paper as one’s own, copying or paraphrasing substantial parts of another’s work without due acknowledgement, and claiming credit for another’s research;
- Use of appropriate plagiarism checks- both manual and technical – such as, use of software’s to catch instances of plagiarism during review;
- In the event of the teachers/students attending/participating in any conference, permission must be sought from the Principal, highlighting the purpose of the visit;
- Many of our faculty members serve as reviewers on editorial boards of many prestigious journals, and adhere to the strictest standards to ensure good quality publications;
- Our college also organizes conferences and seminars on pressing issues calling for academic inquiry, and while selecting papers for the same, places strong emphasis on the standard of research, original thought and expression, and multiple layers of review.
- We also keep our teachers and students informed of appropriate guidelines for publication in various journals, including those recognized by the UGC;
- Our library is stocked with renowned journals from the world over, acting as a mirror for quality research and writing, for our teachers and students - a veritable tool that they can employ by emulating the standards of these publications.

### **Committee:**

1. Dr. B.N.Gupta (Chairman)
2. Mr. Sanjay Ingle (Secretary)
3. Prof. Md. Sadique Shaikh (Member)
4. Prof. Tanvir Sayyed (Member)