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Policy: Promotion of Research and Prevention of Misconduct including Plagiarism @ DYPSOE

- **Objective**: The basic objective of this policy is to promote research and research publication and prevent plagiarism in R & D

- **Introduction:**

  Ethics and Plagiarism are the two most important components in Research and Publication. Teaching & research is a novel profession based on extremely high moral values. Many times it is observed that some of the Teachers, Students, Research Scholars and Researchers knowingly or unknowingly publish or present other's work as their own. Such acts will affect healthy academic atmosphere in the institute which will also harm the reputation of the institute as well as the individual.

  Assessment of academic and research work done by a student or a faculty or a researcher in the form of assignments, term work, term papers, project reports, coursework, thesis and UG / PG dissertation leading to the award of degrees, research papers, research proposals, chapters in books, full-fledged books and any other work including computer programs shall go through the process of plagiarism

  It is the prime responsibility of an individual to distinguish original content from plagiarized work. The detection of plagiarism is a judgment to be made by a person who understands the subject and who is also aware of the definition of plagiarism. Such person should also be aware of the tools available to detect the plagiarism.

- **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.

  Plagiarism involves copying of data, words, statements, figures, equations, ideas, clauses, concepts, sentences, paragraphs or longer extracts from published or unpublished work (including from the Internet) that exceeds the boundaries of the legitimate cooperation without acknowledgement of the source.

Plagiarism has varying different levels of severity, such as:
- How much of someone's work was taken : a few lines, paragraphs, pages, the full article........?
- What was copied: Results, methods, or introduction section........?
- When it comes to your work, always remember that crediting the work of others (including your advisor's or your own previous work) is a critical part of the process.

You should always place your work in the context of the advancement of the field, and acknowledge the findings of others on which you have built your research.

- **Types of Plagiarism:**

  - ❖ **Negligent plagiarism:** Means innocently or carelessly presenting another person's work as one's own without acknowledging the Source. It arises from one's inadequate knowledge and competency in writing. It is also due to careless attitude resulting into non-compliance of standard verification procedures. In this type of plagiarism the degree of copying is not substantial.

  - ❖ **Dishonest plagiarism:** Means knowingly and deliberately presenting another person's work as one's own work without acknowledging the Source. It involves intentional copying of substantial proportions of the other's work without written or unwritten permission and also without acknowledging the source.

- **Other Types of Ethical Violations:**

  - ❖ Duplicate publication/submission of research findings; failure to inform the editor of related papers that the author has under consideration or "in press".

  - ❖ Unrevealed conflicts of interest that could affect the interpretation of the findings.

  - ❖ Misrepresentation of research findings - use of selective or fraudulent data to support a hypothesis or claim

- **Research Ethics:**
  Research ethics is an integral part of research. Statements, figures and tables reproduced in a Report, Presentation and/or Paper require proper citation. Published work is protected by Copyright Law and Copyright permission is necessary if you are reproducing your work in another publication. Please note sooner or later.... ethical violations get exposed
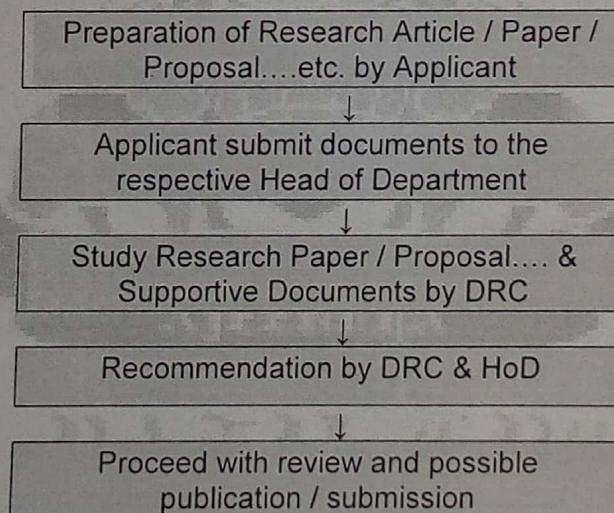
- **Disciplinary action:**
  .The plagiarism disciplinary committee (PDC) comprising of four members mentioned below will establish whether there is a plagiarism or not, if it is then what is the level and percentage. The PDC will submit the report after investigation and the recommendation on disciplinary action to be imposed preferably within a period of 15 days from the date of complaint.

  - ➢ Principal: Chairman
  - ➢ Dean (R&D) : Member Secretary
  - ➢ Respective Head of Department: Member
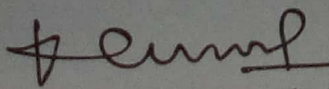 - ➢ Subject Experts (2) : Member

Standard Operating Procedure for Research & Publication

❖ **SCOPE**: A Standard Operating Procedure (SOP) is a set of written instructions that document which is followed by employees in DYPSOE. It provides information to perform a job properly, and consistently in order to achieve quality end-result in research activity.

❖ **PURPOSE**: The purpose of this SOP is to describe the process of reviewing and obtaining approval for possible publication / proposal writing

❖ **RESPONSIBILITY:**

- Person Performing: Applicant of concerned department
- Person Monitoring: Respective Head of Department

❖ **SUPPORTING DOCUMENTS:**

- Plagiarism Report by Turnitin, Urkund… **(Maximum 10%)**
- NOC / Consent from coauthors
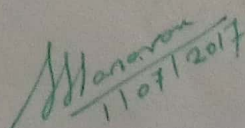- Copy Right Form (all authors)

❖ **PROCEDURE FOR APPROVAL:**

> Preparation of Research Article / Paper / Proposal….etc. by Applicant
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> ↓
>
> Applicant submit documents to the respective Head of Department
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> ↓
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> Study Research Paper / Proposal…. & Supportive Documents by DRC
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> ↓
>
> Recommendation by DRC & HoD
>
> ↓
>
> Proceed with review and possible publication / submission

IMPLEMENTATION: All respective HsOD are responsible for implementing this procedure.

REFERENCES: SPPU, UGC and AICTE Guidelines

Edited by   01·07·2017
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