

**R. E Society's  
Gogate Jogalekar College, Ratnagiri.**

**Code of Ethics to check malpractices and plagiarism in Research**

**Institutional Policy on "Code of Ethics, Academic Integrity and Avoiding Plagiarism"**

**Policy Statement/Preamble:** Plagiarism is becoming an increasing and worldwide phenomenon. The major reason behind it is a lack of oversight and proper training for scientists, researchers including students and academicians those who are involve knowingly or unknowingly in such a kind of activities. Besides it, a growing popularity of and dependence on the Internet is leading to the rise in plagiarism and research misconduct around the world. Plagiarism is now been considered as an academic dishonesty and a breach of ethics. It should be considered as a very serious academic offense. There is need to follow ethics or code of conduct, principles, guidelines laid down for this purpose and to use certain tools which can help significantly in this matter.

In academics a research work and its publication has become an essential and important activity due to various reasons. Students, teachers are supposed to undertake a quality research on a continuous basis. We all know that quality of education is always depending on quality research. For this there is a need to have a well-defined policy. ***Hence, our institution has decided to frame own policy on "academic integrity and avoiding plagiarism". Following policy is issued by the authorities of this institution for the information of students, teachers, and researchers. Guidelines below can be supplemented by program specific guidance and recommendations from individual departments. It is students', teachers', and researchers' responsibility to read and ensure that they have understood it.***

**Defining Plagiarism:** The term "Plagiarism" is also known by different names such as appropriation, infringement, piracy, counterfeiting, theft, borrowing, cribbing, and passing-off. The word "Plagiarism" is originally derived from Latin word "Plagiarius" which is used in the sense of "Literary thief". In the context of academic research, "Plagiarism" is the "Wrongful appropriation" and "Stealing and publication" of another author's "Language, thoughts, ideas, or expressions" and the "Representation" of them as one's own original work. In academics,

plagiarism is considered as an "Academic Dishonesty" and a "Breach of Ethics". And in research it is known as a "Research Misconduct". ***As per our institutional policy, "Plagiarism is nothing but using or appropriating another person's original work without giving reasonable and appropriate credit to or acknowledging the author or source."***

Thus, to be summarize, plagiarism means presenting the words, phrases, ideas or work of another, including certain pictures, figures, diagrams, facts and statistics, as if they were one's own. You always remember that it occurs when a writer duplicates another writer's language or ideas and then calls the work of his own.

**Nature and Scope of Plagiarism:** At the institutional level we have decided to clarify the nature and scope of plagiarism. As per our policy plagiarism consisting of -

- downloading a paper or research article from the internet, and using it as it is,
- attempting to make the ideas of others appear like they are your own,
- turning in someone else's work as your own,
- copying words or ideas from someone else without giving proper credit,
- reordering the elements of the source text without giving proper citation,
- failing to put a quotation in quotation marks,
- giving incorrect information about the source of a quotation,
- paraphrasing a source without attributing credit, and submitting someone else's unpublished work as your own,
- changing words but copying the sentence structure of a source without giving proper credit,
- copying so many words or ideas from a source that it makes up the majority of one's work, whether a credit is given or not,
- using an image, video or piece of music in a work which one has produced without receiving proper permission or providing appropriate citation,
- copying word for word from published sources without adequate documentation,
- reproducing information that is not common knowledge or self-evident without citation,
- incorporating an idea heard in conversation without citation,

- using language and/or ideas from sources without adequate documentation,
- using your own past material or another's material as a new idea without citation,
- letting or paying someone else to write a paper or purchasing a pre-written paper for you,
- using software or online translators to translate material without citation, and
- Not following the guidelines or instructions issued by your supervisor/guide, research center, department and institution.

**Penalizing Plagiarism:** Our students and teacher researchers should be aware about the fact that plagiarism is not in itself a crime, but can constitute copyright infringement. In academia and industry, it is a serious ethical offense.

If our students are intentionally indulge themselves in plagiarism the, for undergraduate and postgraduate students, the penalties range from having the assessed work downgraded by a number of grade points/marks to rejection and/or rework research work/contribution. And if our teachers are indulge intentionally or unintentionally in plagiarism, the penalties range from rejection and/or non-acceptance of research work/contribution to non-sanctioning or withdrawal of financial grant/assistance. Penalty for the wrong-doer is depending upon the nature and extent of plagiarism.

**Avoiding Plagiarism/Guidelines for Avoiding Plagiarism:** We strongly believe that plagiarism, whether intentional or unintentional can be avoided with some deliberate attempts and efforts. Use certain tools like *Paraphrasing, Citing, Quoting, Citing Quotes, Citing Own Material, and Referencing*. Always remember that the responsibility to avoid plagiarism lies on to the writer. To avoid plagiarism, you must clearly acknowledge the source of any borrowed language or ideas that one present in your own work. In addition, quotation marks, followed by documentation, should be used to indicate the exact words of others. Mostly, unintentional plagiarism can be traced to three sources i.e. confusion about when and how to cite sources, uncertainty about how to paraphrase, and carelessness in taking notes and downloading Internet materials.

However, the best defense against plagiarism is the knowledge and practice of effective writing skills. Please note that learning how to paraphrase, quote, and to properly cite and reference material is critical one. You will never gain good writing skills if you do not try to create your own work. Do not forget, your academic, professional, and personal reputation is too valuable to lose over a moment of laziness or weakness. Therefore, using a plagiarism checker is a helpful way to check for plagiarism, even accidental, and ensure that writing is original and well cited.

We suggest the following are the ways for avoiding plagiarism and its consequences -

- plan your work early under guidance of the guide or instructor and avoid procrastination,
- know what plagiarism is and make clear understanding about its meaning, nature, and scope,
- know the policies and practices on plagiarism and citing sources, where you are submitting or publishing your work,
- cite or attribute various external or outside sources along with the Internet in the body, or as a footnote or endnote,
- always remember that ideas are not public domain and hence they must be cited properly,
- never copy from any source without providing quotation marks and with proper citation,
- every time take good notes and/or print out/photocopy all source information,
- always keep in mind that secondary sources are used to provide additional support, facts and data, and general information; and all such sources must be cited properly,
- keep and maintain list of all sources, you have used, so that you can refer back to them in the case of doubt,
- for this begin constructing your bibliography early i.e. right from the beginning when you start your writing on your idea or subject,
- try to retain all drafts and other writing, so that it can facilitate paper trail of each essay's development.
- never misrepresent others' work as your own, because this will lead to betray your honor, damage or destroy the trust, harm self-esteem, and also endanger your academic future,

- don't succumb to the argument that everyone's doing it as it is not the acceptable ethical behavior from the students, academician and researcher,
- ensure you ask your faculty or department about particular guidelines/instructions with respect to plagiarism and academic conventions that you are expected to adhere to, and
- consult the following sites or anti-plagiarism pages for more information about avoiding plagiarism, in case of doubt if any:

[https://www.ugc.ac.in/pdfnews/8864815\\_UGC-Public-Notice-on-Draft-UGC-Regulations,-2017.pdf](https://www.ugc.ac.in/pdfnews/8864815_UGC-Public-Notice-on-Draft-UGC-Regulations,-2017.pdf)

<http://www.virtualsalt.com/antiplag.htm>

<http://www.writing.utoronto.ca/advice/using-sources/how-not-to-plagiarize>

<http://www.plagiarism.org>

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