

ETHICS POLICY



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CODE OF ETHICS FOR RESEARCH DOCUMENT

The SBBSU firmly underwrite moral practices in its exploration try. The code of Ethics in research puts forward general standards of moral directs to guide employees and research scholars towards the most noteworthy goals of insightful research. Scholarly offenses and Plagiarism related issues are seen genuinely in the University. The University gives rules to all exploration understudies to check a cover written falsification by utilizing Turnitin or Ouriginal (Urkund) software.

Methods of Plagiarism:

- (i). Quoting directly another person's language, data, illustration, tables, etc. acknowledgement of the source.
- (ii). Copying a section of book/article/report/monograph/Dissertation/Thesis without proper citation.
- (iii). Buying, stealing or borrowing assignments, experiments/results.
- (iv). Paragraphing the work of others without due acknowledgements.
- (v). Using ideas of someone else without crediting the originator.
- (vi). Copying, cutting and pasting from the internet or online source and submitting as one's own work without giving proper reference/citation.

A. Golden Rule to avoid the Plagiarism:

- (i). Always give the due credit to the original author (s) and give the proper citation and proper reference.
- (ii). Place the sentence in inverted commas, if you quote text verbatim.

B. Detection of Plagiarism:

- (i). Candidate shall submit the report generated on the plagiarism checking software Turnitin or URKUND (as suggested by UGC) of his draft thesis along with a soft copy (In MS Word format) of the draft thesis for the consideration of Research Degree committee.
- (ii). He/She shall also submit the full plagiarism report obtained from the software.
- (iii). The exclusion at the time of performing the check should be limited to the following
- (iv). (a) Quotes (b) Bibliography (c) Phrases (d) Small similarity less than 1% (e) Mathematical Formula
- (v). Name of Institutions, Departments etc.

C. Procedure for reconciliation of plagiarism reports:

- (i). If a draft thesis is found plagiarized and is reported to Departmental Research Committee then the Departmental Research Committee shall call the candidate to hear the candidate's view. On hearing the candidate, the Departmental Research Committee shall submit its recommendations keeping in view of the following guidelines:
 - A) The similarity between documents is within the limit (less than 10%) for putting some original results in proper context and all original sources are correctly cited. The similarity is not of such nature which directly affects the original findings of research. No further action is required. Candidate may be permitted to submit the thesis.
 - B) Self-plagiarism: Copying/reproducing, in part or whole one's own published work without giving proper reference of that work.

“Regarding self-plagiarism or cases where published work of the student is shown Plagiarism in the check a certificate (Self Plagiarism Exclusion Certificate (**Annexure-XI**)) has to be issued by the supervisor specifying and attaching the articles that:

- a. Have been published by the student from the Thesis work. Only these articles should be excluded from the check, no other article of student or supervisor should not be excluded from the check

- b. Similarity contents are from candidate's previous published work without proper citation. Candidate will be required to resubmit the work with proper citations
- c. If the published work is co-authored by the others, the researcher shall submit a consent letter from co-author(s) and publisher permitting him to use the work in his Thesis.

(ii) University Follow the UGC Guidelines, Plagiarism would be quantified into the following levels in ascending order of severity for the purpose of its definition:

Low Level Plagiarism: when the plagiarism is a result of negligence or without intent to cheat and the similarity between documents marginally outside the limit i.e 10% to 40% similarity, such students shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.

Mid-level Plagiarism: Failure to cite proper citations, copying few paragraphs only. Intent to cheat is very low and may be due to lack of knowledge. The similarity between documents is outside the limit. i.e. 40% to 60% similarity, such students shall be debarred from submitting a revised script for a period of 1 year and allowed to resubmit the work with proper citation and with a warning not to repeat the mistake again.

High-level plagiarism: Deliberate and planned attempt to copy the work done by someone else. Large amount of data taken from someone else's work, art work copying, source code copying etc. Intention to cheat is very clear. Similarity above 60% such students registration for that programme shall be cancelled.

(ii). The thesis resubmitted as recommended by the Departmental Research Committee in view of clauses (1) (a) to (c), will be again placed before Departmental Research Committee and the candidate will also be required to be present to substantiate the necessary improvements made by him in the thesis.

(iii). DRC committee consist of the following:

- (1) Dean of the Institute
- (2) Head of the Department
- (3) Doctoral Faculty
- (4) Supervisor
- (5) One member from R&D


D. The final thesis of the student is evaluated by the RDC Committee and the committee consist of the following members.

- (i) Vice Chancellor or Nominee
- (ii) Director Research (Chairman)
- (iii) Dean Academics
- (iv) Dean/HoD
- (v) Supervisor/Co-Supervisor
- (vi) One External Subject Expert
- (vii) COE

E. Plagiarism reported after the of Award of Degree

- a) In case, any plagiarism is reported to the University when a Ph.D. degree has already been awarded, the Vice-Chancellor may constitute an expert committee to enquire into charges of plagiarism and the committee will submit its report with recommendations.
- b) The expert committee may give the opportunity of hearing to the concerned parties as it deems fit.
- c) The Vice-Chancellor will place the report along with recommendations of the committee before the Academic Council for its consideration and action.

This document is prepared as per the UGC guidelines from time to time.


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