

**Mahatma Gandhi Mission
Institute of Management
(NAAC Grade 'A')**

Code of Ethics to Check Malpractices and Plagiarism in Research

Preamble:

Ethics is one of the main considerations in research and publications. This requires integrity with teaching and research. Sometimes it is observed that researchers claim others' work as their own, which degrades their reputation as well as the reputation of the institution. Therefore the code is necessary to prevent plagiarism and research related unethical practices.

Objectives of the Code of Ethics:

1. To create awareness about responsible conduct in research, study, project work, assignment, thesis, dissertation, promotion of academic integrity- and prevention of misconduct including plagiarism in academic writing among students, researchers, faculty and other members of academic staff as well as any employee of the institution.
2. To establish institutional mechanism through education and training to facilitate responsible conduct in research, study, project work, assignment, thesis, dissertation, promotion of academic integrity and deterrence from plagiarism.
3. To lay down procedure and investigation of violations of ethics.

Keeping above objectives into the consideration Mahatma Gandhi Institute of Management has set ethics to check malpractices in research work as follows:

1. Institute will use plagiarism software (check for plag) so as to ensure that documents such as thesis, dissertation, term papers, reports, publications or any other such documents are free of plagiarism.
2. Every student or faculty submitting a thesis, dissertation, technical papers project work or any other such documents to concerned department or for publication, the institute will take copyright form and an undertaking from concerned writer that there is no plagiarism and the work is original.
3. The supervisor/guide shall submit an undertaking indicating that the document has been prepared by him or her and that the document is his/her original work and free of any plagiarism.

Any violation of the rules and other issues, complaints regarding plagiarism attracts disciplinary action of proved right to be imposed by committee within one month from the day of complaint. A Committee composed as under will look into all aspects related this code and its implementation and violation.

Ethic Committee

1. **Dr. (Col) Pardeep Kumar** – Director
2. **Dr. Pooja Deshmukh** – Coordinator Research
3. **Dr. Abhijeet Birari** -Member Research Cell

Procedure of Investigation:


1. **Report misconduct:** A coordinator/ member shall report the suspected academic misconduct to the Director.
2. **Initial Determination:** The Director determines what sort of response is to be given: Is the allegation an unintended, minor, or major violation of the policy? The student/ faculty may be asked to attend a meeting with the ethics committee to discuss the implicated assessment task.
3. **Possible Educative Response:** If it appears during the discussion that an incidence of plagiarism or agreement was minor or unintended, an educative response may be implemented.
4. **Initiating a disciplinary process:** If it appears during the discussion that deliberate academic misconduct has occurred, the Director will end the meeting and advise the student/faculty that the disciplinary process will be initiated.
5. **Notifying the student or faculty:** If the Director decides that an allegation of academic misconduct against a student/ faculty is to be investigated the case will be given to ethics committee.
6. **Investigate allegations (Hearing):** The committee investigates the allegations at a hearing attended by the student/faculty. The student may have a support person at the hearing. The committee makes a decision, imposes any penalties deemed appropriate in accordance with the regulation and guidelines.
7. **Inform student/faculty of the decision:** Informs the student/faculty of the decision, any penalties that have been applied, and the right to appeal the decision. Also informs the coordinator who updates the student/ faculty record(s). A register will be maintained by coordinator Research for this purpose.

The Possible Penalties for Plagiarism-

- Issue a warning and caution to the student/faculty;
- Agree with the student/faculty a course of corrective action;
- Agree with the student/faculty on a course of counseling;
- Impose conditions on the student's attendance at Institute premises, participation in Institute activities or use of Institute facilities and services;
- Require the student/faculty to resubmit, or revise and resubmit, the whole or part of the assessment, examination or research;
- Disallow or amend a mark or grade for the whole or part of the assessment, examination or research;
- Recommend to Council the revocation of the award if any.
- Return the project/ paper/dissertation without publishing and
- Cancel the performance of the student/ faculty/research scholar.



Dr. Pooja Deshmukh
Coordinator
February 2019



Dr. (Col) Pardeep Kumar
Director