

**RAJAGIRI COLLEGE OF SOCIAL SCIENCES (AUTONOMOUS)
KOCHI, KERALA, INDIA**

CODE OF ETHICS TO CHECK MALPRACTICES AND PLAGIARISM IN RESEARCH

PREAMBLE

Rajagiri College of Social Sciences (Autonomous) is committed and determined to encourage and uphold high standards of righteousness and accountability in the conduct of academic research and is keen to embed and promote the culture of honesty, integrity and transparency in all its institutional activities. The college endeavors to maintain academic respect and integrity by retracting all forms of scholastic and intellectual dishonesty, including plagiarism. The college uses anti-plagiarism software, Plagiarism checker X to check every academic and intellectual documents for ensuring originality. Every student, Research Scholar and faculty member of the college has to check his/her assignment/ final project report/research papers using plagiarism detector before submission.

ETHICAL CONCERN IN RESEARCH

Following are the major ethical concerns with respect to academic research and publications:

Misconduct & Fabrication of data or results: Any intentional or irresponsible disregard for the truth in reporting observations may be considered to be an act of research misconduct.

Ownership of and Access to Data: The data relating to a research publication should be made available to the others upon request after the research results have been published or accepted for publication.

Criteria for Authorship: The author should emphasize proper acknowledgment in the presentation and the publication of manuscripts. Authorship should be awarded to those persons who have made an original and significant contribution to the conceptualization, design, execution, and interpretation of the published work. It is inappropriate and unacceptable to submit extracts from research to more than one publisher unless such action has been approved by the editors of each publication or multiple submissions is the acceptable standard practice in the specific discipline. In the complete report on the work in question, reference should be made to preliminary extracts from work that has already been published.

Conflict of Interest: Any action that may result in a conflict of interest must be fully disclosed. When objectivity and effectiveness cannot be maintained, the activity should be avoided or discontinued.

Duplicate Submission: Duplicate submission abuses the resources of all affected journals, including the valuable time of editors, reviewers, and staff, and is unprofessional and unacceptable.

Plagiarism: Authors who present the words, data or ideas of others with the insinuation that they own the same, without ascription in a form suitable for the medium of presentation are committing theft of intellectual property and may be guilty of plagiarism and thus of research misconduct.

PLAGIARISM: DEFINITION AND SCOPE

Rajagiri College of Social Sciences (Autonomous) has adopted the University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018 and accordingly

- 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/faculty member's "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 and faculty member to learn what constitutes acceptable academic practice.
- Rajagiri College of Social Sciences (Autonomous), does not allow any malpractices or plagiarism in research. Individual researchers need to undertake the responsibility of ensuring originality in their research and secondary and primary sources are acknowledged wherever required in each research paper.

PRACTICES CONSIDERED AS VIOLATION OF CODE OF ETHICS AND PLAGIARISM

- 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.
- 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 and alteration or destruction of the work of other students
- Students who are uncertain what plagiarism is should discuss their methodology with their instructors.

CURBING PLAGIARISM

- Rajagiri College of Social Sciences (Autonomous), has installed a software to ensure that all documents such as thesis, dissertation, publications or any other such documents submitted to the college are free of plagiarism at the time of their submission.
- The software is made accessible to all those who engaged in research work including student, faculty, researcher and staff.
- Every student submitting a thesis, dissertation, or any other such documents to the University 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.
- The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the college.
- The college has developed a policy on plagiarism as approved by the college IQAC.

SIMILARITY CHECKS FOR EXCLUSION FROM PLAGIARISM

The similarity checks for plagiarism shall exclude the following:

- All quoted work reproduced with all necessary permission and/or attribution.
- All references, bibliography, table of content, preface and acknowledgements.
- All generic terms, laws, standard symbols and standards equations.

LEVELS OF PLAGIARISM

Plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition:

- Level 0: Similarities upto 10% - Minor similarities, no penalty
- Level 1: Similarities above 10% to 40%
- Level 2: Similarities above 40% to 60%
- Level 3: Similarities above 60%

DETECTION/REPORTING/HANDLING OF PLAGIARISM

If any member of the academic community suspects with appropriate proof that a case of plagiarism has happened in any document, he or she shall report it to the College Academic Integrity Panel (AIP). Upon receipt of such a complaint or allegation the AIP shall investigate the matter and report the matter to the College IQAC.

The College can also take suomotu notice of an act of plagiarism and initiate proceedings under these regulations. Similarly, proceedings can also be initiated by the college on the basis of findings of an examiner. All such cases will be investigated by the AIP.

PENALTIES

Penalties in the cases of plagiarism shall be imposed on students pursuing studies at the level of Masters and Research programs and on researcher, faculty & staff of the college only after academic misconduct on the part of the individual has been established without doubt, when all avenues of appeal have been exhausted and individual in question has been provided enough opportunity to defend himself or herself in a fair or transparent manner.

The college Academic Integrity Panel (AIP) shall impose penalty considering the severity of the Plagiarism.

- Level 0: Similarities upto 10% - Minor Similarities, no penalty.
- Level 1: Similarities above 10% to 40% - Such student shall be asked to submit a revised script within a stipulated time period.
- Level 2: Similarities above 40% to 60% - Such student shall be debarred from submitting a revised script for a period of one year.
- Level 3: Similarities above 60% -Such student registration for that programme shall be cancelled.

PENALTIES IN CASE OF PLAGIARISM IN ACADEMIC AND RESEARCH PUBLICATIONS

Plagiarism Level	Penalties
Level 0: Similarities up to 10%	Minor similarities, no penalty
Level 1: Similarities above 10% to 40%	Shall be asked to withdraw manuscript.
Level 2: Similarities above 40% to 60%	<ul style="list-style-type: none"> • Shall be asked to withdraw manuscript. • Shall be denied a right to one annual increment. • Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of two years
Level 3: Similarities above 60%	<ul style="list-style-type: none"> • Shall be asked to withdraw manuscript. • Shall be denied a right to two successive annual increments. • Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of three years