Sinhgad Technical Education Society’s  
**Smt. Kashibai Navale College of Pharmacy,**  
Kondhwa, Pune 411 048.

**CODE OF ETHICS IN RESEARCH AND PLAGIARISM POLICY**  
(With effect from October 2017)

- **Preamble:**

Smt. Kashibai Navale College of Pharmacy (SKNCOP) emphasizes on quality research and innovation in the field of Pharmaceutical Sciences. The College performs research and consultancy through in house facilities available. To ensure ethical research environment amongst faculty and students, college has adopted this policy to emphasize and promote research. SKNCOP’s one of the objectives is to promote research amongst its students and faculty members.

- **Objectives of policy:**

1. To inculcate & promote research culture amongst the faculty and students.  
2. To promote ethical practices in research amongst faculty and students.

**CODE OF ETHICS IN RESEARCH**

A. **Responsibilities of researchers:** Researchers should include following key values in their research:

1. **Social responsibilities:** Researchers form a broad community and are responsible for enrichment of the community. The researcher should be at tuned with local, national and international community problems and their research should address these issues. They should contribute for development of prosperous and just communities.

2. **Justice:** It refers to fair treatment to all individuals; it is one of the most important objectives of this institute. At least four aspects of justice, which maintain conducive research environment are as follows:

   a. **Fairness of specific agreement and transduction:** This refers to fairness of specific agreement and transduction between the individuals and is representatives involved in research.

   b. **Fairness of distribution:** This refers to distribution benefits for specific community and its members. e.g. funds allocation from the project to the individual teacher for their funding and result of the research should be aimed at
benefiting all parts of society, e.g. The researcher should contribute for the up-
liftment of academically under privileged students by offering their assistance, 
information and mentorship.

c. **Fairness of contribution requested:** This refers to selection of human 
participants for research, ethical community guidelines for human volunteers & 
animals and Health and Hazard Safety guidelines for biologicals should be 
followed.

d. **Fairness of punishment imposed:** This refers to processes and actions dealing 
with contravention of research ethics or regulation and it should be fair.

3. **Goodwill:** This refers to conduct of research in ethical way. All researchers involved 
in research should be protected from harm and efforts should be made to ensure their 
well being. The principles of goodwill refer to generous or charitable behavior, which 
may not be compulsory to everybody. It is goodwill and refers to two principles.

   a. Do not cause harm
   b. Increased possible benefits and reduce possible harm

   This should be considered especially for projects in pharmacology, where human 
and animal subjects are involved, also individuals involved in research should 
avoid harm to each other.

4. **Respect for the individuals:** This refers to autonomy of an individual for his action 
unless such actions are clearly detrimental to others to show lack of respect for 
autonomous person means to disregard person opinions, thoughts, actions and not to 
grant him the field freedom and to act in terms to withhold information that is 
essential for making a considerate discussion when there is no compelling reason to 
do so. Respect for immature and unaccountable person requires that such person 
should be protected when they are immature or unaccountable.

5. **Professionalism:** Professional standards are the part of responsibilities for individual 
researchers. Following professional responsibilities should be adopted by the 
researchers.

   a. **Integrity:** Every researcher should be able to rely on truth and objectivity of 
      reports of other scientists.

   b. **Quality:** Researchers are responsible for a quality, accuracy, reliability of their 
      own research or research done under supervision. The research should be limited 
      to academics and technical, financial excellence of his research area. Highest 
      quality standards should be applied for planning, implementation and reporting of 
      research.
c. **Accountability:** Individual researcher shall be responsible for originality of the work and reporting the research. The disclosure of the research shall be as per contract, if any prior to the research.

6. **Discrimination:** Discrimination may be based upon services, benefits, opportunities, facilities of SKNCOP being withheld for someone on grounds of race, gender, sex, pregnancy, marital status, family status, ethnic or social origin, color, sexual orientation, old age, disability or medical condition, religion, conscience or belief, cultural language and birth should be avoided at any cost. Discrimination also includes any communication whether oral or written, electronic or non-verbal that promotes lack of respect or intolerance towards specific individuals or groups. No researcher may directly or indirectly unfairly discriminate against any person or any reason(s). SKNCOP believes in creating conducive environment for research that regards work performance and research success. Discrimination on any of one or more grounds having negative impact should be avoided at all cost of researchers.

7. **Abusing supervisory authority:** Abusing supervisory authority is a serious issue, which includes conditional or apparently conditional benefit opportunities or facilities on basis of performance not related to the academic achievement or work performance of the person being supervised. Such abuse of authority can take place even if it is not in benefiting supervising concern and such exploitation should be refrained. Person with supervisory authority over individuals who are closely related to them or person with whom they are close relationship are more liable to cause conflict of interest and are advice to relinquish the academic and work supervision of such person.

8. **Sexual harassment:** Sexual harassment in any form should be refrained and should be reported to the sexual harassment cell of the institute.

B. **Research obligations**

1. **Environment:** Considering authority duties of researchers, there should be conducive environment maintained by the researchers. The researchers should avoid following to maintain ethics in research:

   a. **Conflict of interest:** should be avoided of what so ever form they may be e.g- with funding source, amongst each other, any contract, identity revealing etc.
   b. **Confidentiality:** should be maintained with the funding agency as per the contract or as per the agreement of individuals.
   c. **Financial obligation:** all financial agreement should be acknowledged and should be as per the contract either with institute or funding agency.
   d. **Scientific obligation:** all scientific help in any form should be properly acknowledged.
e. **Equipment**: equipment shall be assets of the college and actual infrastructure of college can be used by anyone belonging to the college and affiliate and hindrances in granting permission by the in charge faculty shall be considered as misconduct. Similarly equipments mishandled purposefully by the researcher shall also be considered as misconduct.

2. **Misconduct in research**: misconduct in research can be framed under Piracy & Plagiarism

   a. **Piracy**: piracy in any form of the areas of research and or any research instrument shall be treated as misconduct and such cases shall be dealt by research advisory committee.

   b. **Plagiarism**: this shall be dealt as per plagiarism guidelines mentioned below in this document.

**PLAGIARISM POLICY:**

The Policy is framed as per University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Education Institutions) Regulations - 2017

**Duties of SKNCOP:**

The Institute has established the mechanism as prescribed in these regulations to enhance awareness about responsible conduct of research and academic activities, promotion of integrity and deterrence from plagiarism.

**Awareness Programmes and Trainings:**

a. SKNCOP instructs students, faculty and staff about proper attribution, seeking permission of the author wherever necessary, acknowledgement of source compatible with the needs and specificities of disciplines and in accordance with rules and regulations governing the source.

b. SKNCOP conducts sensitization seminars, awareness programmes every semester on responsible conduct of research, project work, assignment, thesis, dissertation, promotion of academic integrity and ethics in education for students, faculty and other members of academic staff.

**Curbing Plagiarism**

a. SKNCOP uses “Turn it in” software to implement the technology based mechanism so as to ensure that documents such as thesis, dissertation, reports, publications or any other such documents are free of plagiarism at the time of their submission.
b. Every student submitting a thesis, dissertation, reports or any other such documents to the Institute 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.

c. The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the Principal and Supervisors.

d. Similarity checks for exclusion from Plagiarism: The similarity checks for plagiarism shall exclude the following:

1. All quoted work either falling under public domain or reproduced with all necessary permission and/or attribution.

2. All references, bibliography, table of content, preface and acknowledgements.

3. All small similarities of minor nature.

4. All generic terms, laws, standard symbols and standards equations.

e. Zero Tolerance Policy in core area: The core work carried out by the student, faculty, staff and researcher shall be based on original ideas and shall be covered by Zero Tolerance Policy on Plagiarism. In case Plagiarism is established in the core work claimed then Research Advisory Committee shall take up the case for hearing. The core work shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations.

f. Levels of Plagiarism in non-core areas: As per University, a limit of 24% of plagiarism is being followed in the non core areas and complete document.

g. 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 competent/designated authority of the Institute. Upon receipt of such a complaint or allegation the Institute shall refer the case to the Research Advisory Committee.

The authorities of Institute can also take su motu notice of an act of plagiarism and initiate proceedings under these regulations. Similarly, proceedings can also be initiated by the Institute on the basis of findings of an examiner.

The penalties imposed by the Research Advisory Committee shall be imposed and resubmission of Plagiarism free document shall be implemented.

This policy has been approved by SKNCOP’s Research Advisory Committee in its meeting dated 9/10/2017