Kandivli Education Society's

B. K. SHROFF COLLEGE OF ARTS &
M. H. SHROFF COLLEGE OF COMMERCE

An Autonomous College

NAAC Re-accredited 'A' Grade
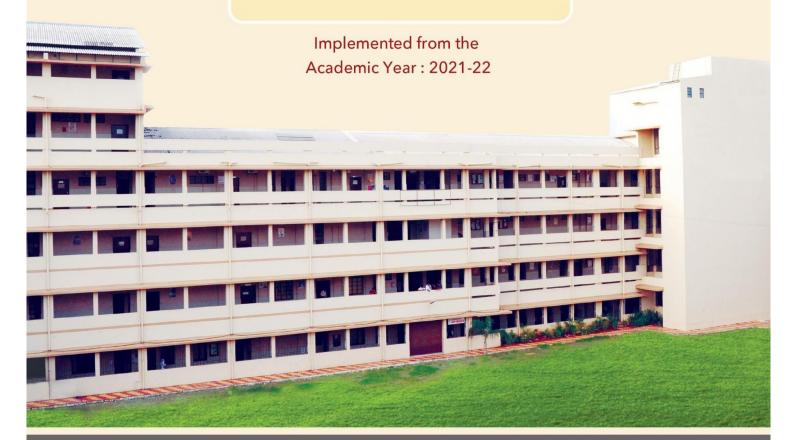
ISO 9001 : 2015 Certified

● 'Best College 2017-18' award from University of Mumbai ●

POLICY

on

Research Ethics

Implemented from the
Academic Year : 2021-22

Guidelines for Research Ethics

Code of Ethics in Research is general principles of ethical conduct to guide scholars toward the highest ideals of research. The principles represent aspirational goals and delineate enforceable standards that should direct researchers to an ethical course of action. Associate Professors and Assistant Professors, who are employees of KESSC shall abide by and conform to the following ethical standards:

- Conduct all research activities in accordance with the accepted standards.
- Ensure that only the correct data, information, and research results shall be reported in journals, conferences, and reports to clients in case of commissioned research.
- Not to plagiarize; that is, to present portions of other's report or data as our own, even if the other work or data source is cited occasionally.
- Appropriately attribute and credit to others, their accomplishments and research results which we may have utilized in their own research.
- Cite clearly all sources of information and data that has been used which are not the results of their own research.
- Give proper acknowledgment and credit to resource/funding sources of research.
- Keep detailed and complete records of research undertaking. Be transparent in the use and disbursement of resources for research.
- Declare promptly any conflict of interest in engagement in research and presentation of research results.
- Call for the attention of the public and the authorities to any hazard observed that threaten human and environmental safety.
- Observe safety practices in all our research activities

The college's reputation is built on the standards and principles that it promotes in the research activities. In terms of disciplines and behaviour, the code aims to outline the mannerisms of research scholars registered for their doctoral programme or in writing research papers while dealing with the academic community, contemporaries, and the general public. The above policy is to be adhered by teachers all the while being sincere and diligent to uphold the college's mission and thus instilling greater trust among all stakeholders.

Researcher should abide by the following ethics:

(a) **Honesty:** A true researcher should present the true and actual facts and position and refrain from introducing, fabricated, false or plagiarized information.

(b) **Objectivity:** A researcher should avoid biasness in while conducting work.

(c) **Integrity:** Especially in case of Empirical research, a researcher should fulfil his agreements and strive for consistency.

(d) **Carefulness:** He should be very careful while relying upon certain data and leaving the other portion. One of the reasons cited for plagiarism is that the researcher was unaware of the fact that he is committing plagiarism. But the same can be avoided if the researcher acts carefully and diligently.

(e) **Respect for Intellectual Property**: Intellectual Property Rights signify that the owner has spent time, resources and skill in creating that work. If these rights are not honoured, then it will prove detrimental to the owner and neither will it contribute anything new to the field of study. This is the primary reason behind the introduction of the concept of plagiarism.

(f) **Confidentiality:** If some confidential information is included while conducting research, then same should not be breached or leaked by the researcher.

(g) **Social Responsibility:** One of the main reasons for conducting research is to solve the societal problems and will not involve into anti- societal conduct.

(h) **Legality:** A researcher should not commit or involve into illegal acts while conducting research.

Ethical Values of Research Scholars: Upholding ethical values are vital to good research and the college promotes such research activity. Some of them are:

1. Be very punctual, dedicated, and sincere in all academic work.
2. Research data collected should be synthesized as per the procedure laid down.
3. Research results to be reported should be following standard practices.
4. Publication status should not be manipulated or misrepresented.
5. Need to keep their undertakings and agreements honestly.
6. Avoid casual attitudes and negligence in research work.
7. Keep quality in the paperwork and records of research activities, such as literature review, research design, data collection, data analysis, interpretation, drafted manuscripts and its communication with UGC recognized journals.
8. Need to respect patents, copyrights, and other forms of intellectual property.
9. Strive to protect confidential communications, such as manuscripts, projects, or grants submitted for publication, personnel records, deals or military secrets, and patient records used for requisite research.
10. Endorse social wellbeing and to prevent or lessen social harms through research, public education, and promotion and care to safeguard the environment

Composition of the Ethics Committee

The Ethics Committee is appointed by the Principal – KES Shroff College of Arts & Commerce – Kandivali. The Committee shall be composed of the following members:

1. The Chairperson   **Dr Sangeeta Unadkat**

And

2. Two Senior Members
   - **Dr Alka Wadhwana**
   - **Dr Vishesh Shrivastava**

Responsibilities of the Ethics Committee:

The Ethics Committee is responsible to:

1) Provide advice and guidance to the academic community on all matters about academic research ethics

2) Advise the authorities on compliance with the 'Code of Ethics in Academic Research'

3) Provide guidance and academic support to scholars on ethical issues in respect of research.

4) The researcher has to get plagiarism check of the research papers before submitting for publication from the Research Ethics Committee.

Plagiarism: Plagiarism is the deliberate copying of ideas, text, data, or other work (or any combination thereof) without due permission and acknowledgment/ Representing any part or parts of another's work as one's own is also considered as plagiarism. Both the above statement is violation of the Principle of Ethics. It is considered as a serious academic and intellectual offense, plagiarism can result

in highly negative consequences such as paper retractions and loss of author credibility and reputation. It is currently a grave problem in academic publishing and a major reason for paper retractions. It is thus imperative for researchers to increase their understanding about plagiarism. In some cultures, academic traditions and nuances may not insist on authentication by citing the source of words or ideas. However, this form of validation is a prerequisite in the global academic code of conduct. Non-native English speakers face a higher challenge of communicating their technical content in English as well as complying with ethical rules. The digital age too affects plagiarism. Researchers have easy access to material and data on the internet which makes it easy to copy and paste information.

Ways to avoid Plagiarism in a Research Paper

1. **Paraphrase your content**

- Do not copy–paste the text verbatim from the reference paper. Instead, restate the idea in your own words.
- Understand the idea(s) of the reference source well in order to paraphrase correctly.

2. **Use Quotations**

Use quotes to indicate that the text has been taken from another paper. The quotes should be exactly the way they appear in the paper.

3. **Cite your Sources – Identify what does and does not need to be cited**

- The best way to avoid the misconduct of plagiarism is by self-checking the documents using plagiarism checker tools.
- Any words or ideas that are not your own but taken from another paper need to be cited.

- The scientific evidence you gathered after performing your tests should not be cited.
- Facts or common knowledge need not be cited. If unsure, include a reference.

4. Maintain records of the sources you refer to

- Use citation software like EndNote or Reference Manager to manage the citations used for the paper
- Use multiple references for the background information/literature survey. For example, rather than referencing a review, the individual papers should be referred to and cited.

5. Use plagiarism checkers

You can use various plagiarism detection tools such as Urkund, TurnitIn, Ouriginal, iThenticate or HelioBLAST (formerly eTBLAST) to see how much of your paper is plagiarised.