



Code of Ethics

NAGINDAS KHANDWALA COLLEGE

(Autonomous)

Malad (W), Mumbai-400 064

2019-20

For MALAD KANDIVLI EDUCATION SOCIETY


Hon. Secretary/ Hon. Treasurer


PRINCIPAL

NAGINDAS KHANDWALA COLLEGE OF COMMERCE
ARTS & MANAGEMENT STUDIES AND SHANTABEN
NAGINDAS KHANDWALA COLLEGE OF SCIENCE
(AUTONOMOUS)
MALAD (W), MUMBAI - 400 064

1. Code of Ethics

Code of Ethics defined here are applicable to assessment of academic and research work done by a student or a faculty or a researcher or a staff, in the form of essays, assignments, term papers, project reports, coursework, thesis and dissertation leading to the award of degrees, research papers, policy papers, chapters in books, full-fledged books and any other work including computer programs is instrumental in identifying and certifying the academic standards accomplished by such student(s) or faculty or researcher(s) or staff and projecting them far and wide as an objective and impartial indicator of the performance of individual(s).

2. Objectives of Code of Ethics:

1. To create academic awareness about responsible conduct of research, study, project work, assignment, thesis, dissertation.
2. 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 Nagindas Khandwala College.
3. To establish institutional mechanism through education and training to facilitate responsible conduct of research, study, project work, assignment, thesis, dissertation, promotion of academic integrity and deterrence from plagiarism.
4. To develop systems to detect plagiarism and to set up mechanisms to prevent plagiarism and punish a student, faculty, or staff of Nagindas Khandwala College committing the act of plagiarism.

3. Awareness Programmes and Trainings:

1. Khandwala College shall instruct 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.
2. Khandwala College shall include elements of responsible conduct of research and publication ethics in Orientation and Refresher Courses organized for faculty and other members of academic staff.
3. Khandwala College shall train student, faculty, staff, and researcher for using plagiarism detection tools and reference management tools.

4. Curbing Plagiarism:

1. Nagindas Khandwala College (Autonomous) aims to prevent malpractices and dishonesty in all research activities. The college maintains high standards and accountability in the conduct of academic research. The college checks the plagiarism/similarity of all research

projects, research papers, research presentations, Ph.D. theses carried out by students, research scholars or faculty members in the Turnitin software.

2. Every student submitting a thesis, dissertation, term papers, reports or any other such documents, 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.
3. Every faculty submits an undertaking stating the fact that the document has been duly checked through a Plagiarism detection tool approved by Nagindas Khandwala College.
4. 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.
5. The Ethics Committee shall have the power to assess the level of plagiarism and thus recommend penalty (ies) accordingly.
6. The Ethics Committee shall follow the principles of natural justice while deciding about the allegation of plagiarism and shall send the report after investigation and the recommendation on penalties to be imposed to the Head of the Institution preferably within a period of 45 days from the date of complaint / initiation of the proceedings in case of suo motu notice.

5. Levels of Plagiarism in non-core areas:

- **Level 0:** Similarities upto 10%. - excluded
- **Level 1:** Similarities between 10% and 40%
- **Level 2:** Similarities between 40% and 60%
- **Level 3:** Similarities above 60%

6. Penalties:

Penalties in the cases of plagiarism shall be imposed on students pursuing studies at the level of UG, PG, Masters, M. Phil., Ph.D. and faculty & staff of the Khandwala College only after academic misconduct on the part of the offender 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.

6.1 Penalties for Students:

- **Level 1:** Similarities between 10% and 40%: Such student shall not be given any mark and/or credit for the plagiarized script and shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.



- **Level 2:** Similarities between 40% and 60%: Such student shall not be given any mark and/or credit for the plagiarized script and shall be asked to submit a revised script after a time period of one year but not exceeding eighteen months.
- **Level 3:** Similarities above 60%: Such student shall not be given any mark and/or credit for the plagiarized script and his/her registration for that course to be cancelled.

6.2 Penalties for faculty, staff, researchers:

- **Level 1:** Similarities between 10% and 40%: Shall be asked to withdraw manuscript submitted for publication. and shall not be allowed to publish any work for a minimum period of one year.
- **Level 2:** Similarities between 40% and 60%: shall be asked to withdraw manuscript submitted for publication and shall not be allowed to publish any work for a minimum period of six months.
- **Level 3:** Similarities above 60%: shall be asked to withdraw manuscript submitted for publication and shall not be allowed to publish any work for a minimum period of one year.

Note 1: Enhanced penalty on repeated plagiarism - shall be punished for the plagiarism of one level higher than the lower level committed by him/her.

Note 2: Penalty in case where the benefit or credit has already been obtained - If plagiarism is proved on a date later than the date of benefit or credit obtained as the case may be then his/her benefit or credit shall be put in abeyance for a period decided by the Ethics Committee.

Date of implementation of the policy 03-06-2019
Date of amendments/ revision- NA