CODE OF ETHICS

I.   RESEARCH WORK PUBLICATION GUIDELINES

Kalyani Charitable Trust's Late Gambhirrao Natuba Sapkal College of Engineering has been established in 2009. The institute is affiliated to Savitribai Phule Pune University (SPPU), Pune and runs undergraduate programs in 5 disciplines, post graduate programs in 4 disciplines and PhD program in Civil Engineering. The institute, based on the guidelines for research publications by SPPU, has framed its Code of ethics to publish research work. These code of ethics are mandatory for the students, staff and faculty members while publishing scientific and technical research reports. Report may be article, brief report, paper (conference / journal), patent, etc.

Following are the guidelines for authors (affiliated to the institute as student / fellow / employee) to be followed for publication of research work:

A. *Selection of Journal for Publication:*

The first step in publication of manuscript is selection of a journal. It is a crucial decision as it directly and indirectly affects the career advancement, professional reputation, and funding opportunities of an individual. The journal should preferably be selected based on following aspects:

- The subject of the author's article matches with the journal's subject focus.

- The journal accepts the article type the author intends to submit.

- The journal is read by the author's target audience.

- The journal is included in bibliographic and subject-specific databases.

- The journal is regularly publishing for the last five years and has an online edition.

- The journal's impact factor is genuine and in line with the author's requirements. Impact factor is awarded to the journals indexed in Thomson Reuters Journal Citation Reports and is not available for all indexed journals. Fraud / unreliable indexing agencies assign impact factor to journals misleading authors desperate for publications.

- The journal has a well-defined peer-review and publication policy.

- The journal is recognized by reputed indexing agencies like Web of Science, Scopus, Scholar, Chemical Abstracts, Pubmed, Social Science Research Network (SSRN) and Science Citation Index (SCI & SCIE). This will enable the author to stay away from spurious / bogus / predatory journals. Authors can refer to the Beall's list of predatory publishers and journals for more information on spurious / bogus / predatory journals.

- The publishers do not necessarily compels the author to pay publication charges as a prerequisite of publication.

- The turnaround time for articles submitted to the journal is acceptable to the author.

- The frequency of issues released by the journal are acceptable to the author.

- The length and structure requirement of the manuscript by the journal is acceptable to the author.

- The author can select a journal from those listed by UGC on its website.

B. Preparation of Manuscript:

After finalization of journal, the next step is preparation of manuscript for submission. Although, each journal have their own set of instructions for the authors to follow, following are some important points to be remembered while preparing the manuscript for submission to any journal:

- The author should present results clearly and honestly without plagiarism, fabrication, falsification or inappropriate data manipulation (i.e. maintain integrity of data).

- The author should avoid temptation of splitting data or using contents in parts to increase the number of paper from the same data (salami slicing).

- The communicating author should avoid bogus authorship. That is, inclusion of the names of every member of the lab as an author in all papers should be avoided.

- Authors should accurately state individuals' contributions with funding resources and relevant conflicts of interest declarations.

C. Submission of Manuscript:

After complete finalizing the manuscript by author/s, it can be submitted to the editor for the peer-review process.

- Manuscript should be complete in all aspects like highlights of the work, objectives, abstract, background and introduction, details of the work in systematic form, results, discussions, conclusions, recommendations for future work and references also.

- Many of journals provides check lists for submission of manuscript. Author/s must ensure submission of all the necessary documents supporting the manuscript.

- Most of the journals ask for original and editable file formats to ensure the excellent quality of text and images in the final issue of journal.

D. Types of Research Misconducts:

Misconducts like plagiarism, fake peer review and image manipulation constitute of research misconducts and should be avoided. Such misconducts are detailed as below:

- *Plagiarism:* Plagiarism is defined as presenting another person's work as one's own work without acknowledging the source. It involves copying of: phrases, clauses, sentences, paragraphs or longer extracts from published or unpublished work (including from the Internet) that exceeds the boundaries of the legitimate cooperation without acknowledgement of the source. Plagiarism could be intentional (dishonest plagiarism) or non-intentional (negligent plagiarism). *Negligent plagiarism* means innocently or carelessly presenting another person's work as one's own without acknowledging the source. In this type of plagiarism the degree of copying is not substantial. *Dishonest plagiarism* means intentional copying of substantial proportions of the other's work without written or unwritten permission and also without acknowledging the source.

- *Fake Peer Review:* Fake peer reviewing of the manuscript should be avoided. Fake peer review process indicates compromising the integrity of the review process. In such a case the manuscript is accepted based on recommendations from fake reviewers. The review in such a process is done by the author(s) by submitting fake e-mail accounts created and used as accounts of 'suggested reviewers' by the authors. The author(s) thus affiliated to the institute should avoid such malicious act as it results in retraction of the published article from the journal as well as maligns the image of the institute.

- *Image manipulation:* The author should give credit to original author(s) for an image/s cited and avoid changing features of an image. If any change in features of an image is necessary, still the author cannot claim ownership of such improved image and should give credit to the original author(s).

Author(s) should therefore take due care to avoid above misconduct and earn good reputation for themselves and the institute.

II. PLAGIARISM POLICY

As the institute is affiliated to Savitribai Phule Pune University (SPPU), its plagiarism policy is based on the plagiarism policy of SPPU.

A. Detecting Plagiarism:

It is the prime responsibility of the institute or the individuals within the institute to distinguish original content from plagiarized work. The institute has made available appropriate tool to detect plagiarism and will make best use of the same to detect plagiarism. The institute has educated its student and teaching community about what constitutes plagiarism, how it is detected and the action that will be initiated if plagiarism is proved.

B. Counselling:

As the detection of plagiarism and steps to prevent it are important, equally important is to educate students about the dangers of plagiarism. The institute has taken appropriate steps to strengthen the moral of students so that they do not take support of the unfair-means / research misconduct.

C. Compliance Statements:

All students are required to submit a signed statement that they are aware of the plagiarism policy of the institute and that no part of their work seminar, project report, or dissertation is copied in any form and that it is their own creation.

D. Procedure for handling alleged Plagiarism:

a. Procedural Fairness:

The institute is committed to dealing with alleged plagiarism by any section of the institute community in accordance with the following guidelines which ensues fairness in arriving to a decision:

   i.   The institute should be informed of the allegations against the student / staff in sufficient detail so that it can understand the precise nature of the allegations and respond properly;

   ii. The institute should have a reasonable period of time available within which to respond to the allegations;

   iii. The institute will have the matter resolved in a timely manner;

   iv. The institute will ensure impartiality in the investigation process; and

   v.   There will be no bias in the decision making.

b. Identification and Assessment of Alleged Plagiarism:

When an individual, be it staff or student or examiner, is made aware of alleged plagiarism by any person, the former must report the alleged plagiarism to the concerned head of department who confirms first if there is a plagiarism or not; if it is, then whether it is negligent or dishonest type and

what is the degree of plagiarism. The head of department will then submit his report along with recommendation to the Principal for disciplinary actions.

c. Guidelines for action :

The institute will form a committee of about 5 experts who will establish whether there is a plagiarism or not, if it is then what is the level. This committee will have a Head of the Department as an ex-officio member. The committee of experts will use the best possible software provided by UGC or National Knowledge Commission for detecting the plagiarism. This committee will submit its report to the Academic Research Coordinator / Principal for a final decision in this regard.

Depending on the severity of misconduct the punishment could be:

    i.   Fine or warning.

   ii.   Rustication for limited period.