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	Policy Title: Code of Ethics for Research	
1.	Administrative Policy Number (APN): ARC/APN/06	Functional Area: Quality in functioning and governance.
2.	Brief Description of the Policy:	Purpose: promoting quality in Academics and administration Audience: all stake holders of the organization.
3.	Policy Applies to:	All academic, administrative, and managerial processes in the organization
4.	Effective from the Date:	1st June 2018
5.	Approved by:	Core Committee
6.	Responsible Authority	HRDC (Research and design cell)
7.	Superseding Authority	Principal
8.	Last Reviewed/ Updated:	7th September 2021
9.	Reason for the policy	Quality as the sole criterion for updating
10.	References for the policy	UGC/ NAAC/ University

Aim: The aim of code of conduct for research is to undertake promotion of research, publications and to prevent any misconduct including plagiarism in research.

Introduction: The most important components of the academic activities are ethics and honesty in teaching and research. Teaching and research are based on extremely high moral values. The act of plagiarism is unhealthy to the academic environment which will harm the reputation of the institute as well as the individual. The institute is committed towards producing and promoting research activities without any unethical practises like plagiarism.

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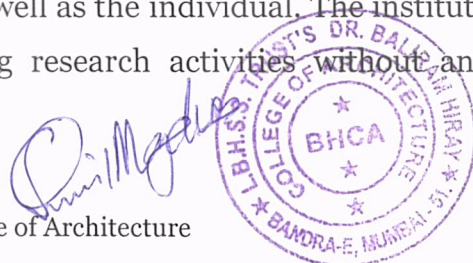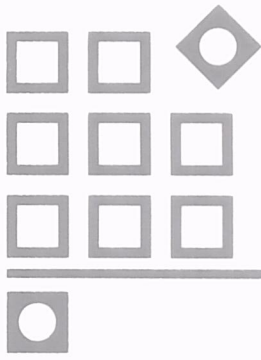
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The college has a stated code of ethics to check mal practises and plagiarism in research. Promotion of healthy research culture among the staff and students is at most important to the college. Hence, below mentioned code of conduct should not be compromised.

Objectives:

To create academic awareness about responsible conduct, research, study, project assignment, dissertation.
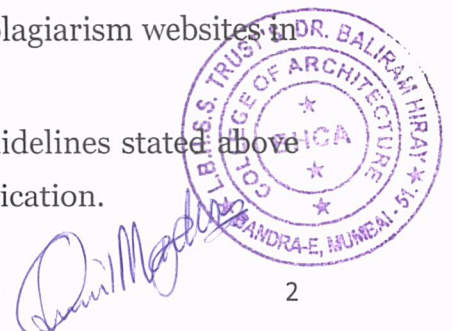
To prevent misconduct including plagiarism in academic writing among students, faculties, researchers, and other members of academic staff.
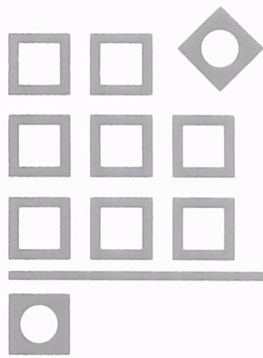
To establish institutional mechanism through education and training to conduct responsible research practises.

To develop systems for detecting plagiarism and setup mechanisms to prevent it and punish a student, faculty or staff committing the act of plagiarism.

The Code of Ethics is:

- The college strictly intends to follow the code of ethics for various research activities.
- Researchers are bound to publish original research work.
- Authors shall be responsible for ensuring original research work.
- Academic integrity should be ensured in the research work.
- Alternatively, authors are encouraged to use free online plagiarism websites in this regard.
- All the teaching staff is requested to comply with the guidelines stated above and help in maintaining highest ethical standards in publication.

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Procedure for handling alleged Plagiarism:

a. Procedural Fairness:

The institution is committed to deal with alleged plagiarism in accordance with the principles of procedural fairness, including the right to:

- Be informed of the allegations against them in sufficient detail to enable them to understand the precise nature of the allegations and to properly consider and respond.
- Have a reasonable period within which to respond to the allegations against them.
- Have the matter resolved in a timely manner.
- Impartiality in any investigation process.
- An absence if bias in any decision making.

b. Identification and assessment of Alleged plagiarism:

Where an examiner detects or is made aware of alleged plagiarism by any person, the examiner must report it to an empowered body which will first confirm if there is plagiarism or not, and if it is, then whether it is negligent or dishonest type and the degree of plagiarism. The empowered body will then submit its report along with its recommendations to the statutory bodies which can be categorized as follows:
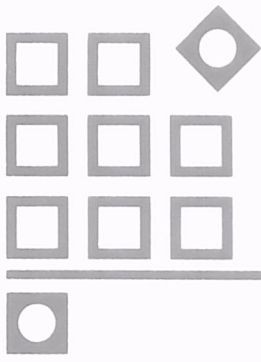
Plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition:

Similarities up to 10% - excluded.

Level 1: Similarities above 10 to 40%

Level 2: Similarities above 40 to 60%

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Level 3: Similarities above 60%

c. Counselling

As the detection of plagiarism and steps to prevent it are important, equally important is to educate students about the dangers of plagiarism. Institution needs to take steps to strengthen the moral of students so that they do not take support of the unfair means.

Guidelines for Action:

The institution will form a committee of about 5 experts who will establish whether there is plagiarism or not, and if it is then what is the level. This committee will have a Head of the Department or the Principal as an ex-officio member. This committee will submit its report to the Academic Council for a final decision in this regard.

The committee of experts will use the best possible software's provided by UGC or National Knowledge Commission for detecting the plagiarism.

Depending on the severity of crime the punishment could be:

- Fine or warning
- Rustication for limitation period or permanent
- Withdrawal of degree

Prof. (Ar.) Sunil Magdum
Principal
Dr. Baliram Hiray College of Architecture

Managing Trustee
Dr. Baliram Hiray College of Architecture