


**3.4.1: The Institution ensures implementation of its stated Code of Ethics for research through the following: 1. Inclusion of research ethics in the research methodology course work 2. Presence of Ethics committee 3. Plagiarism check through software 4. Research Advisory Committee**




  
**Dr. Mahesh D. Goudar**  
**Director**  
**MIT Academy of Engineering**  
**Alandi (D)Pune -412105**

## **3.4.1-Inclusion of research ethics in the research methodology course work**



  
**DIRECTOR**  
MIT Academy of Engineering  
Alandi (D.), Pune-412 105.

(ID No. PU/ENGG/134/1999)

 <b>Academy of Engineering</b> (An autonomous Institute Affiliated to SPPU)		<b>COURSE SYLLABI</b> <b>(2019 – 2023)</b>	
<b>SCHOOL OF MECHANICAL AND CIVIL ENGINEERING</b>		<b>W.E.F</b>	<b>AY: 2020 - 2021</b>
<b>SECOND YEAR BACHELOR OF TECHNOLOGY</b> <b>MECHANICAL ENGINEERING</b>		<b>COURSE NAME</b>	Minor Project- Design
		<b>COURSE CODE</b>	ME230
		<b>COURSE CREDITS</b>	1
<b>RELEASED DATE : 01/07/2020</b>		<b>REVISION NO</b>	1.0

TEACHING SCHEME (HOURS/WEEK)		EXAMINATION SCHEME AND MARKS					
		THEORY			TUTORIAL/ PRACTICAL	PRESENTATION/ DEMONSTRATION	TOTAL
LECTURE	PRACTICAL	MSE	ESE	IA			
NIL	2	NIL	NIL	NIL	NIL	50	50

**PRE-REQUISITE : NIL**

**COURSE OBJECTIVES :**

ME230.CEO.1: To categorize and define a problem to be solved.  
 ME230.CEO.2: To realize the ethical principles in general and its importance.  
 ME230.CEO.3: To make the students aware of project requirement analysis, design and planning.  
 ME230.CEO.4: To appreciate the importance of documenting and ethics of writing.

**COURSE OUTCOMES :**

The students after completion of the course will be able to,

ME230.CO.1: Delineate the problem to be solved.  
 ME230.CO.2: Comprehend the paramount of the health, safety and welfare of the public in the practice of engineering profession.  
 ME230.CO.3: Embark project planning and design.  
 ME230.CO.4: Inculcate problem solving skills and critically analyze the options available to solve the problem.  
 ME230.CO.5: Cognize the importance of documentation and report writing.

## **COURSE ABSTRACT**

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It is a need of the time to pay attention to the societal needs by an engineering graduate to solve some of the real life societal problems by providing affordable technological solutions. The concept of the minor project follows the same theme. The minor project aims to identify the problems from the society and develop the solutions for the same using science and technology for the betterment of society or human life. This will help students to understand the process of product/project development, best practices and encourage their creativity to solve real life problems. The students will learn effective team building, designing, budgeting, planning, engineering skills and processes, safety norms and standards while developing the application/ product. The students will be able to understand importance of documentation and professional ethics.

## **Guidelines**

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1. Every student shall undertake the Minor Project in semester III and IV.
2. Every student shall work on an approved project, a group of 03/04 students (maximum) shall be allotted for each minor project.
3. The group members may be from different programme to support the interdisciplinary functioning.
4. The students have to identify the problem by discussion with various stakeholders, site visits, expert-opinions and various research articles.
5. Collect the sufficient data and survey to establish the criticality of the problem to be solved.
6. Apply various tools for project planning and design.
7. Critically analyze various solutions/techniques to solve real world problems.
8. Select and justify one of the solutions identified based on the feasibility, affordability and ease of use.
9. Learn and apply standards of engineering ethics and professional behavior.
10. Adherence to the highest principles of ethics, conduct and practices.

## **TIMELINE**

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The four member jury/committee will be appointed to monitor the progress and continuous evaluation of each project. One of the member will be the project guide. Assessment shall be done jointly by the guide and jury members.

1. Formation of Project Group: 2 Weeks (1<sup>st</sup> week and 2<sup>nd</sup> week)
2. Finalizing title, feasibility study and approval: 3 Weeks (3<sup>th</sup> week to 5<sup>th</sup> week)
3. Engineering Ethics: 3<sup>rd</sup> week
4. Project Review 1 Presentation: 6<sup>th</sup> week
5. Analysis and Design of the Project: 3 Weeks (7<sup>th</sup> week to 9<sup>th</sup> week)
6. Project Review 2 Presentation: 10<sup>th</sup> week
7. Report Writing, Documentation and Presentation: 2 Weeks (11<sup>th</sup> week and 12<sup>th</sup> week)
8. Project Review 3 Presentation: 13<sup>th</sup> week (Assessment by Guide)
9. Final Evaluation/Examination Presentation: 14<sup>th</sup> week

## **Project Demonstration (50 Marks)**

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1. **Review 1 (Problem Statement and Literature Survey) (10 marks)**
2. **Review 2 (Project Modeling and Designing) (10 marks)**
3. **Project Activities (10 Marks)**
  - Quiz on Ethics
  - Drafting of Literature Review and Synopsis
  - Project Planning and Design
4. **Review 3 (Project Documentation) (10 marks)**
5. **Final Demonstration & Presentation (10 marks)**

<b>WEEK NO</b>	<b>INSTRUCTIONS</b>	<b>STUDENT'S GROUP ACTIVITIES</b>	<b>EXPECTED OUTCOME</b>
Week 1	Introduction to different forefront areas available within the School. Discussion on innovative application in domain area and resources such as Books, Blog, Publication Houses	To search the domain area of interest	At least 4 subtopics in area of interest (Template I)
Week 2	To brief at least two Innovative products with complete details and their Evolution	To search the domain area/innovative products of interest	Search in area of interest (Template II)
Week 3	Ethics, Morals, Values and Integrity, Work Ethic, Civic Virtue, Senses of Engineering Ethics, Business Ethics, Media Ethics, Environmental Ethics, Bio Ethics, Computer Ethics, Research Ethics	Graded Activity Quiz on Engineering Ethics	Understand the Ethics of an Engineer (Template III)
Week 4	Introduction to Research publication, its type, science citation index, methods to search Journals. Introduction to Ethics of writing(Plagiarism)	Search domain related five papers (from Journal Paper, Conference paper, Technical report, Manual, Thesis)	Student will learn searching SCI journal and understand Ethics of writing
Week 5	Presentation on how to make Project Presentation. Title, problem statement, objective, Scope etc (Select suitable topic of domain and explain it as per the template-IV)	Graded Activity on background study (market survey, customer survey, literature Survey) of domain area of interest	Drafting literature review and Synopsis (Template IV)
Week 6	NIL	Project Review 1 Presentation	Problem Definition and Objectives

<b>WEEK NO</b>	<b>INSTRUCTIONS</b>	<b>STUDENT'S GROUP ACTIVITIES</b>	<b>EXPECTED OUTCOME</b>
Week 7	Guidelines and tools for Analysis and Design of the Project and problem solving sessions	Analysis and Design of the Project	Best practices for Analysis and Design
Week 8	Guidelines and tools for the Project Planning, Introduction to Block Diagram, System Architecture	Make use of Project Planning Tools and Design Tools	Best practices for Project Planning and Design
Week 9	Presentation, discussion and doubt clearing based on <ul style="list-style-type: none"> <li>• Working on Algorithms</li> <li>• Working on Design/ System Architecture</li> <li>• Working on Analysis/ CAD modeling</li> </ul>	Graded Activity on Project Design and Planning	Best practices of Project Planning and Design
Week 10	NIL	Project Review 2 Presentation	Project Planning, Design of a solution
Week 11	Guidelines and tools for report writing	Project Report Writing	Effective Report Writing Practices
Week 12	How to give effective presentation on project	Report Writing and Presentation	Effective Documentation of the Project
Week 13	NIL	Project Review 3 Presentation	Final Report and Presentation
Week 14	NIL	Examination: Final Demonstration and Presentation	Problem Statement, Objectives, Design and Planning

## 3.4.1 – Research Advisory and Ethics committee



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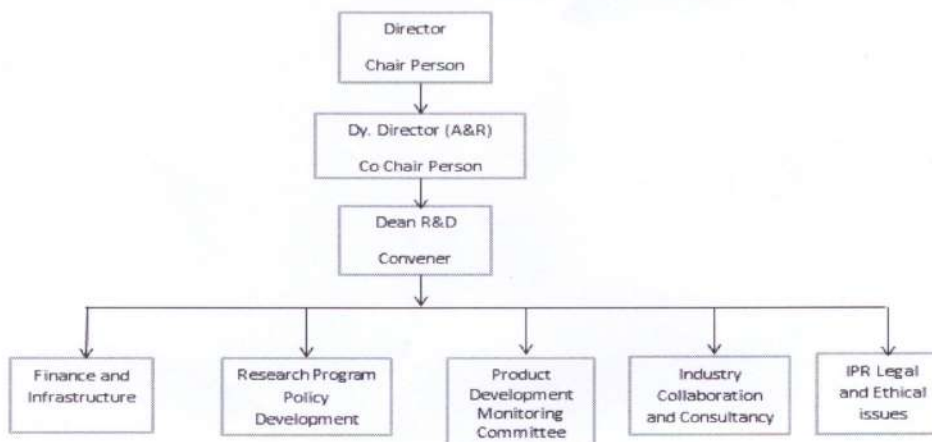
**Research and  
Development Cell**

**Alandi(D) Pune**

**March 2022**

## 1. Governance

The organization structure of Research and Development Cell has four committees viz: Finance and purchase, Research Program Policy Development, Industry Collaboration and Consultancy and IPR, Legal and Ethical matters. The organization structure is as follows:



## 2. Research Ecosystem/Collaboration

A vibrant research ecosystem in Institute aims to provide meaningful thrust for sustainable research and innovation and promote collaboration between government, universities, research institutes and industries.

Research & Development Cell acts as a facilitator for networking and collaborative research with other national and international institutions working in inter-disciplinary, trans-disciplinary, and multidisciplinary research areas.

Research & Development Cell envisages to strengthen resource sharing in content and infrastructure both within the university, funding agencies, industries, corporate and government.

## 3. Information Management System

Institute is configuring its database on Indian Research Information Network System (IRINS). Institute disseminates its Research and Development Policies through Institute Website. The Research outcomes in the form of Research Publications, IPR are disseminated through Institute Website.

## 4. Human Resources

Dedicated leadership and administrative structure for research, led by experienced researchers, forestablishing an effective and robust Research Governance in RDC.

Sr. No.	Name of the Member	Profile	Designation
1.	Dr Mahesh Goudar	Director	Chairman
2.	Dr Sunita Barve	Deputy Director (Academics and Research)	Co-Chairman
3.	Dr. Abhijeet Malge	Dean R&D, MIT Academy of Engineering	Member Secretary
4.	Dr. Avinash Kamble	Associate Professor, School of Mechanical & Civil Engineering	Member
5.	Dr. Aniket Gundecha	Associate Professor, School of Electrical Engineering	Member
6.	Dr. Avinash Bhute	Sr. Asst. Professor, School of Computer Engineering & Technology	Member
7.	Dr. Parag Sutar	Assistant Professor, School of Chemical Engineering	Member
8.	Dr. Pooja Verma	Assistant Professor, School of Humanities & Engineering Sciences	Member
9.	Dr. Sushilkumar Magade	Associate Professor, Department of Civil Engineering	Member

## 5. Research Promotion & Guidance

Research promotion activities at MITAOE aligned with the mandates of various National Missions, SDGs, Start-up India leading to a Self-Reliant India (Atma-Nirbhar Bharat).

### a. Research Policies:

Institute has Research and Development policies well in place. These polices are faculty/staff and students centric. Polices are framed in such a way that they are inclusive and accommodative with an intent to motivate and support research

activities.

- i. *Research and Development Manual*: Research and development manual provides guidelines for various research activities such as Information of various funding agencies, DRC/RRC of Research manuscript, Research proposal and IPR, Seed money, Purchase from Research sanctioned grants.
- ii. *IPR Policy*: IPR policy provides the guidelines for evaluation of IPR, Ownership of IPR, Revenue and Shares and Conflict of interest.
- iii. *Consultancy Policy*: Consultancy policy provides the information of types of consultancy work and Revenue sharing.
- iv. *Code of Ethics for Research Publication and Plagiarism*: The scope of this policy document is to define Authorship, various forms of Plagiarism, Misrepresentation and Falsification of content in different forms viz: Journal article, audio-video content, web posting, Technical report, conference articles, books, books chapters and other form of scholarly and professional information.

## **b. Research forefront areas**

Every school has identified three to four thrust areas where in Faculties and students conduct research. Each fore front areas has Professors, Associate Professors, and Assistant professors of respective forefront areas. Each forefront areas identify problem statement and shares with students group for finding innovative solutions. Senior faculty members of the forefront areas mentor the budding faculties and students regarding research paper writing, funding proposals and IPR.

Research and Development cell put its endeavors in building the capacity of faculty and students to undertake research problems in line with the latest advances in diverse disciplines to push the boundaries of knowledge through publications and contribute to technological developments relevant to societal need

## **c. Research Incentives and Recognition**

Institute has well curated Research and Incentive Scheme to motivate faculties who have outperformed in research. Faculties are given additional increments for their performance in the said assessment year. This helps to build a unique Research career ladder for strengthening mission “Research”. Faculties are

felicitated on various platforms in institute to boost their morale from research perspective.

Faculties who complete their PhD during their service at MIT Academy of Engineering are entitled to get three additional increments after submission of their PhD completion certificate.

Institute awards Post Graduation scholarship to full time GATE qualified students to motivate them to undertake research.

#### **d. Technology Development and Business Centered Facility**

Institute has full-fledged Entrepreneurship cell to build strategic partnerships/ collaborations, industry-institute interface, venture capital, trade/market portfolio, technology transfer, and commercialization of research to facilitate innovation, incubation, entrepreneurship and start-up ventures.

#### **e. Financial Support**

Institute Research and Development Cell facilitates resource mobilization and creates corpus for research and development from government industry, and other funding agencies furtherance of research activities. Institute year marks fund to support various research activities such as Registration fees for National/International conferences, IPR, Organizing Conferences and seed money.

#### **f. Research Mentorship :**

Research and Development cell conducts Research Mentorship Programs to create awareness amongst faculty, staff and students about requirements of Research paper, Research proposal and IPR as follows:

1. How to Write Quality Research Paper
2. Information about various National /International funding agencies
3. Various form of Intellectual Property Rights
4. Handholding sessions for drafting Invention

### **6. Integrity and Ethics**

Research and Development Cell ensures that researchers understand the

importance of integrity and ethics and comply with ethical codes of research and publishing practices at institutional, national, and global levels through its “Code of Ethics for Research and Publications policy”

A standard similarity check software “Turnitin” is implemented and the requisite software in this regard made accessible to all researchers. In addition, the Research and Development Cell sensitizes the research community about dubious research and publishing practices and predatory journals.

#### **Ethics Committee:**

As per UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2017, Institute had constituted Academic Misconduct Panel (AMP) and Plagiarism Disciplinary Authority (PDA).

#### **Academic Misconduct Panel (AMP)**

Academic Misconduct Panel consisting of four members who shall be senior academicians with good publication record with at least one member nominated by Head of Institution from outside. Institution. Chairman of AMP shall be School Dean (School in which plagiarism is alleged). The third member shall be reputed academician from discipline in which the plagiarism is alleged. The fourth member shall be an expert well versed with anti-plagiarism tools.

1. The AMP shall send the report after investigation and recommendation on penalties to be imposed to PDA preferably within 45 days from the date of complaint/initiation of proceeding in case of *sou-moto* notice.
2. AMP shall provide a copy of the report to person against whom the inquiry report is submitted.

<b>Sr. No.</b>	<b>Name of the Members</b>	<b>Profile</b>	<b>Designation</b>
1.	Dr Prafulla Hatte, Dr Shyam Shukla, Dr Dipti Sakhre, Mr Senthil Kumar, Dr Satish Gajbhiv, Mrs Ranjana Badre	School Dean from discipline in which Plagiarism is alleged	Chairman
2.	External Member	External Member appointed by Head of Institution	Member

3.	Dr P N Sutar, Dr A G Kamble, Dr A N Bhute, Dr P S Verma, Dr A D Gundecha, Dr S B Magde	School R&D Coordinator in which Plagiarism is alleged	Member Secretary
4.	Mrs Vandan Khandelwal	Librarian	Member

#### **Plagiarism Disciplinary Authority(PDA)**

1. PDA consists of three member committee which is chaired by Director. The other members are Dean (R&D) and one senior academician not below the rank of Professor.
2. PDA will receive the recommendations from AMP and take appropriate decision.
3. The decision of DA will be final and binding.

<b>Sr. No.</b>	<b>Name of the Members</b>	<b>Profile</b>	<b>Designation</b>
1	Dr M D Goudar	Director	Chairman
2	Dr Sunita Barve	Deputy Director(Academics and Research)	Member
3	Dr Abhijeet Malge	Dean(R&D)	Member Secretary

## **7. Research Monitoring**

MIT Academy of Engineering Research and Development Manual formulates and adheres to specific quality benchmarks for research to meet the global/international standards.

The machinery to monitor the quality of research work is well in place and it executes as follows:

#### **A. Department Review Committee (DRC):**

**1. Students Publication (Conference/Research Publications):**

The DRC committee is formulated to specially oversee the research manuscript/proposals by Faculty and Post Graduate dissertations at department level. The DRC shall comprise of:

1. School Dean
2. School R&D Coordinator
3. Two faculty expert (Selected by School Dean )

**2. Students Patents:**

In case of patents applications, DRC comprise of School Dean and School R&D coordinator to maintain confidentiality of innovative idea.

**3. Faculty Publication (Conference/Research Publications):**

The DRC committee is formulated to specially oversee the research manuscript/proposals by Faculty and Post Graduate dissertations at department level.

The DRC shall comprise of:

1. School Dean
2. Dean R&D
3. School R&D Coordinator
4. Two faculty expert (Selected by School Dean )

**4. Faculty Patents:**

In case of patents applications, DRC comprises of School Dean and School R&D Coordinator to maintain confidentiality of innovative idea.

**B. The Research Review Committee (RRC)**

The RRC committee is formulated to specially oversee the research proposal of Faculty, Staff and Post graduate dissertations. The RRC shall comprise of,

1. Dean R&D
2. School Dean(Concern School)



3. R&D Coordinator(Concern School)
4. PG Coordinator (only for PG projects)
5. Subject Expert /s(Invited by Dean R&D)

In case of patents applications, RRC comprises of Dean R&D and IPR coordinator to maintain the confidentiality of innovative idea.

Prepared By	Verified By	Approved By
		
<b>Dean R &amp; D</b>	<b>Deputy Director (AR)</b>	<b>Director</b>



## 3.4.1 - Plagiarism software



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# techjockey

## TECHJOCKEY INFOTECH PVT. LTD.

81/1, 2nd Floor, Aurobindo Tower, Sri Aurobindo Marg, Adchini, Delhi - 110017  
CIN No : U74900DL2016PTC290481

Company GSTIN : 07AAFCT6332G1ZD  
Company PAN : AAFCT6332G

## TAX INVOICE

Original for Recipient

<b>Invoice No.</b>	<b>Invoice Date</b>
DL/B/18-19/986	22-Feb-19
<b>Order No.</b>	<b>Mode/Terms of Payment</b>
TECJ3323	100% Adv
<b>SUB Order No.</b>	

### Bill to

#### MIT Academy of Engineering

Dehu Phata, Alandi (D) PUNE- 412105. Maharashtra  
Pune City East, Maharashtra  
India - 412105 Mob-9825026247

### Place of Supply

#### MIT Academy of Engineering

Dehu Phata, Alandi (D) PUNE- 412105. Maharashtra  
Pune City East, Maharashtra  
India - 412105 Mob-9825026247

**GSTIN:** 27AAAAM1206F1Z6

**PAN NO:** AAAAM1206F

**Whether Reverse Charge Applicable :** No

**GSTIN:** 27AAAAM1206F1Z6

**State :** Maharashtra

**Code :** 27

Sr.No.	Description of Goods / Service	HSN/SAC Code	GST Rate	QTY	Units	Unit Rate	Amount
1	Plagiarism Checker X - Checker X Business	9973	18%	1	Nos	13,532.00	13,532.00

**Amount (in words)**

Rupees Fifteen Thousand Nine Hundred SixtyEight Only

Total amount before Tax

13,532.00

### BANK DETAIL:-

Name : TECHJOCKEY INFOTECH PVT. LTD.  
Bank : KOTAK MAHINDRA BANK, VASANT VIHAR, D BLOCK, NEW DELHI  
Account No. : 5412181682  
IFSC CODE : KKBK0000182

Note-Please make cheques in favor of "TECHJOCKEY INFOTECH PVT. LTD."

<b>Add:</b> CGST	-
<b>Add:</b> SGST	-
<b>Add:</b> IGST	2,435.76
Total Tax Amount	2,435.76
Round Off	0.24
Total Amount After Tax	15,968.00

HSN/SAC CODE	Taxable Value	IGST		CGST		SGST	
		Rate	Amount	Rate	Amount	Rate	Amount
9973	13,532.00	18.00%	2,435.76	9.00%	-	9.00%	-
9983	-	-	-	-	-	-	-
8443	-	-	-	-	-	-	-
8523	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>13,532.00</b>		<b>2,435.76</b>		-		-

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It is hereby declared that TDS/withholding Tax on these software items billed in the invoice already deducted as per clause (ii) in previous transfer of software and there has been no modifications done in software under transfer; by virtue of Notification No. 21/2012 dated 13.06.2012 you are exempted from deducting TDS on payment/credit against this Invoice.

### NO TDS DEDUCTION ON GST

As per circular No. 23/2017 dated 19-07-2017 The GST component comprised in the amount payable to resident is indicated separately, Tax shall be deducted at source under chapter XVII-B of the act on the amount paid/payable without including such GST component.

## 3.4.1 - Code of ethics policy



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(ID No. PU/ENGQ/134/1909)

<b>MIT</b>   Academy of Engineering (An Autonomous Institute)	<b>Code of Ethics for Research Publication and Plagiarism</b>	
<b>Alandi (D), Pune – 412105</b>	<b>ACADEMIC YEAR</b>	<b>2021-22</b>
<b>DEPARTMENT – R &amp; D</b>		

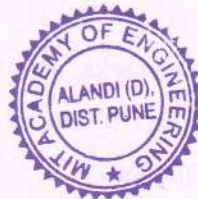
### Executive Summary

MITAOE encourages authors to publish high-quality original work in the form of Journal articles, Patents, Audio and video content, Web postings, Technical reports, Conference articles, Books, Book Chapter and other forms of scholarly and professional information.

MITAOE is dedicated to cater the global Engineering fraternity by promoting the highest and ethical standards. MITAOE faculties/staff will adhere to the code of conduct regarding to Ethics and Plagiarism. This will help the authors to disseminate their work globally and also preserve their work in the public domain.

MITAOE is committed to prevent and address any type of dishonesty like Plagiarism, Author misrepresentation and Falsification of content in any form.

The scope of this policy document is to define Authorship, various forms of Plagiarism, Misrepresentation and Falsification of content in different forms viz: Journal article, audio-video content, web posting, technical report, conference articles, books, books chapters and other form of scholarly and professional information.



## I. Authorship and Publication guidelines

### A. Criteria for Authorship:

Becoming an author brings ethical/moral responsibility and accountability of the publication. Authorship is always associated with credit and his/her work has impact on academic and social domain. To become an author following four criteria must be satisfied:-

- i. Significant contribution in conceiving idea, design, experimentation, data analysis and interpretation of data.
  - ii. Drafting of the manuscript and critically reviewing to transform it into an intellectual technical document.
  - iii. Participation in approving the final document for submission.
  - iv. Responsibility and accountability for the work from ethics, plagiarism, integrity aspects.
- Authors not satisfying all of the aforementioned criteria should not include his/her name as author or co-author.

### B. Author affiliation:

#### a. Student Publication/IPR:

- i. For students publication it's mandatory that all authors should have 'MIT Academy of Engineering' affiliation.
- ii. For students IPR (Patents, trademarks, industrial designs and models and geographic indications of source /Copyrights) it's mandatory that all Inventors should have 'MIT Academy of Engineering' affiliation.
- iii. MITAOE will fund only the registration fees of SCOPUS listed international conference.
- iv. For students publication/IPR Faculty name should be last in sequence of listed authors.

#### b. Faculty Publication

- i. Faculty of MIT Academy of Engineering must have 'MIT Academy of Engineering' affiliation in research publication.
- ii. For Faculty IPR (Patents, trademarks, industrial designs and models and geographic indications of source /Copyrights) it's mandatory that all Inventors should have 'MIT Academy of Engineering' affiliation.



- iii. Any faculty engaged in collaborative research with faculty /researcher of other Institute/ Research organization/Research centers, its mandatory for MITAOE faculty should have MIT Academy of Engineering as his / her affiliation.
- iv. In case of collaborative research with other institutes, registration fees for SCOPUS listed international conference will be shared equally amongst authors of that work. MITAOE will fund only that part of share of registration fees coming to MITAOE faculties end in case of collaborative research with other institutes.
- v. In case of collaborative work with other institutes, Faculty of MITAOE has to inform concern School Dean and Dean R&D about the same at the commencement of research work itself.

### C. Order of Authors:

- a. In Engineering discipline the order of contribution goes from the most to the least. First author is the significant contributor, wherein the last author is the least contributor. Authors have to contribute to four dimensions to justify their level in author list.
  - i. Conceptualization of research.
  - ii. Literature survey.
  - iii. Methodology, design and other tools and distribution.
  - iv. Results and conclusion

The order can be fixed based upon the contribution to different sections.

- b. For Students Publication/IPR faculty name should appear in the last.

**D. Publication Twinning:** Authors are informed not to publish their work simultaneously with two different publishers. If at all it is done it should be properly cited and attributed in the work.

## II. Plagiarism, Author Misrepresentation and Content Falsification

**A. Plagiarism** is defined as publishing others' research work as your own, with or without their consent, by adding it in your work without full acknowledgement. Knowingly or unknowingly, plagiarism is disciplinary offence.

- a. *Literal/ Verbatim Plagiarism:* In literal Plagiarism author copies the text/graphs/images/numerals from the source without attributing the source.



- i.* Exact copy: Whole document or some part of the document is copied as it is .
  - ii.* Near copy: Content insertion, deletion, substitution, sentence split or joint.
  - iii.* Modified copy or Restructuring: Multiple research contributions are collated and then structured in different way by using different grammar style and words.
- b. Intellectual Plagiarism:** Author try to change the original content by hiding, obfuscating, text manipulating, translating and adopting other idea to appear as his/her own.
- i.* Text Manipulation: The text is manipulated, changed by replacing words by synonyms/antonyms or by inserting a sentence, paraphrasing, summarizing the text, combining the text unless it is cited.
  - ii.* Translation: In this type of plagiarism the text is translated from one language to another without citing the original source.
  - iii.* Idea adoption: Utilizing others ideas such as results, contributions, findings and conclusions without citing the original source.
- B. Author Misrepresentation:** Author misrepresentation is another type of plagiarism, where author of a manuscript inappropriately credits work of other authors for the said work. There are different types of author misrepresentation as follows:
- i.* Author of work has inappropriately listed other authors who had not contributed in a meaningful way to the said work.
  - ii.* Omitting the names of author/authors who were involved in the work without their consent or against their will.

To avoid Author misrepresentation, authors have to comply with the following conditions:

- i.* All authors must make significant intellectual contributions to some part of the content of the original work.
- ii.* All authors must be involved in drafting of the manuscript / article /book/ book chapters etc.
- iii.* All authors should be aware of submission of the work for publication.
- iv.* All authors are equally responsible for violation of Publication ethics and issues related to authenticity of the work.

**C. Content Falsification:** False content added to manuscript which was known by one or more authors at the time of submission for publication. This will include manufacturing of citations,





adjusting, padding, truncating and trimming of the data. This is an attempt made by author, which will compel the reader to believe that the data is true and correct.

#### **D. Similarity checks for exclusions from Plagiarism**

According to UGC guidelines similarity checks for plagiarism shall exclude the following:

- i.* All quoted work either falling under public domain or reproduced with all necessary permission and/or attribution.
- ii.* All references, bibliography, table of content, preface and acknowledgements.
- iii.* All small similarities of minor nature.
- iv.* All generic terms, laws, definitions, standard symbols and standards equations.

Institute will strictly adhere to UGC guidelines of Zero Tolerance Policy for plagiarism in core areas. The core areas shall include abstract with keywords, introduction, objectives, hypothesis, research, methodology, analysis and interpretation, summary and observations, conclusions, recommendations and references.

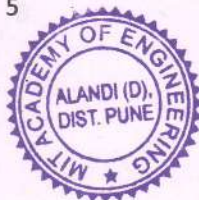
#### **E. Detection/Reporting/Handling of Plagiarism**

As per UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2017, students, researchers and faculty members must not be part of any academic misconduct by performing plagiarism of any kind. Faculty/student/staff must attribute the source in their manuscript, taking prior permission from authors, acknowledgment of the source wherever necessary. If found guilty of plagiarism, their work will be checked upon level of severity of plagiarism.

**a. Plagiarism Detection:** Institute shall use best tools/ software's to detect plagiarism.

**b. Academic Misconduct Panel (AMP)**

- i.* As per UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2017, Institute shall constitute an Academic Misconduct Panel consisting of four members who shall be senior academicians with good publication record with at least one member nominated by Head of Institution from outside Institution. Chairman of AMP shall be (Dean/Senior Academician) of Institute. The third



member shall be reputed academician from discipline in which the plagiarism is alleged.

The fourth member shall be an expert well versed with anti-plagiarism tools.

- ii. The AMP shall send the report after investigation and recommendation on penalties to be imposed to PDA preferably within period of 45 days from the date of complaint/initiation of the proceedings in case of *suo motu* notice.
- iii. The AMP shall provide a copy of the report to person against whom the inquiry report is submitted.

**c. Plagiarism Disciplinary Authority(PDA)**

- i. PDA consists of three member committee which is chaired by Director. The other members are Dean R&D and one senior academician not below the rank of Professor.
- ii. PDA will receive the recommendations from AMP and take appropriate decision.
- iii. The decision of DA will be final and binding.

**d. Penalties**

As per UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2017, depending upon the severity of plagiarism penalty shall be imposed on students pursuing studies at UG/PG and Faculty and staff only after the academic misconduct has been proven. The acceptable level of similarity for student's project report/Publication and Faculty Publication vide Savitribai Phule Pune University Circular No. 175/2018 dated 27/09/2018 is between 0-10 %.

**1. Penalties for Students**

**i. Penalty for Plagiarism for students.**

Plagiarism Disciplinary Authority (PDA) of the Institute, based on recommendations of Academic Misconduct Panel, shall impose penalty considering severity of plagiarism.

- Level 1: Similarities between 10% to 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% to 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.
- Note1: Penalty on repeated plagiarism: Such students committing repeated plagiarism shall be penalised one level higher than the previous level committed by him/her. In case of where the plagiarism of higher level is committed then the penalty of that level will be maintained.
- 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 AMP and PDA on recommendation of the AMP.
- Note3: In case of any ambiguity / dispute, the decision of the internal R&D committee shall be final and binding.

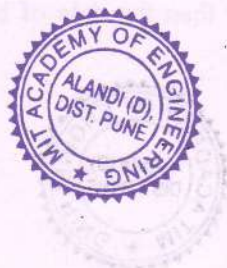
**ii. Penalty for Author Misrepresentation:**

- i. If student has inappropriately included other authors who have not majorly contributed to any part of the work or if author of the work had omitted other author or authors who have significantly contributed to any part of the work then students will be penalized depending upon severity.
- ii. In case of misrepresentation of authors, then the author responsible for author misrepresentation must write a letter of apology to parties (e.g. editors, authors of prior work, co –authors, Institutional authority) found during the inquiry, including admission of wrong doing.

Note: In case of any ambiguity / dispute, the decision of the internal R&D committee shall be final and binding.

**iii. Penalty for Content Falsification:**

If any student has included false content in Journal article, IPR, book, book chapter, audio-video at the time of submission, then will be penalized depending upon severity of falsification.



Level 1: If the violation occurred does not incur a profit or personal gain, then the violators will be expected to write a letter of apology to parties (editors, authors of prior work, co – authors, Institutional authority) including admission of wrong doing.

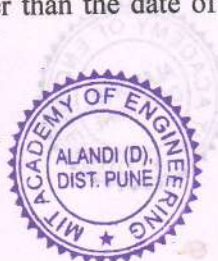
Level 2: If the violation occurred to incur a profit or personal gain, then violator will be expected to write a letter of apology to parties (editors, authors of prior work, co –authors, Institutional authority) including admission of wrong doing. The published item shall be retracted from the public domain.

- Note: In case of any ambiguity / dispute, the decision of the internal R&D committee shall be final and binding.

## 2. Penalties for Faculty, Staff, Researcher of the Institute

### i. Penalties for Faculty, Staff, Researcher of the Institute for Plagiarism

- Level 1: Similarities between 10% to 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% to 60% - shall be asked to withdraw manuscript submitted for publication and shall not be allowed to publish any work for a minimum period of two years and shall be denied a right to one annual increment and shall not be allowed to be a supervisor to any UG, PG student/scholar for a period of two years.
- 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 three years and shall be denied a right to two successive annual increments and shall not be allowed to be a supervisor to any UG, PG student/scholar for a period of three years.
- 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. In case where plagiarism of highest level is committed then the punishment for the same shall be operative. In case level 3 offence is repeated then the concerned person shall be dismissed.
- 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 AMP and PDA on recommendation of the AMP.

- Note 3: If there is any complaint of plagiarism against the Head of an Institute, a suitable action, in line with these regulations, will be taken by the Competent Authority/Governing Board/Governing Council as the title may be.
- Note4: In case of any ambiguity / dispute, the decision of the internal R&D committee shall be final and binding.

**ii. Penalty for Author Misrepresentation:**

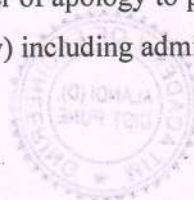
If Faculty, Staff, Student Researcher of Institute has inappropriately included other authors who have not majorly contributed to any part of the work or if author of the work had omitted other author or authors who have significantly contributed to any part of the work then students will be penalized depending upon severity .

- Level 1: In case of misrepresentation of authors, then the author responsible for violation must write a letter of apology to parties (e.g. editors, authors of prior work, co -authors) found during the inquiry, including admission of wrong doing.
- Level 2: In case of repetitive misrepresentation of authors, then the violators must write a letter of apology to parties (e.g. editors, authors of prior work, co -authors) found during the inquiry, including admission of wrong doing. Author will be banned for publishing for one calendar year.
- Note: In case of any ambiguity / dispute, the decision of the internal R&D committee shall be final and binding.

**iii. Penalty for Content Falsification:**

If any Faculty, Staff, Student, Researcher of Institute has included false content in manuscript, article, book, book chapter, audio-video at the time of submission, then will be penalized depending upon severity of falsification.

- Level 1: If the violation occurred does not incur a profit or personal gain, then the violators will be expected to write a letter of apology to parties (editors, authors of prior work, co –authors, Institutional authority) including admission of wrong doing.



- Level2: If the violation occurred to incur a profit or personal gain, then violator will be expected to write a letter of apology to parties(editors, authors of prior work, co-authors, Institutional authority) including admission of wrong doing. The published item shall be retracted from the public domain.
- Note: In case of any ambiguity / dispute, the decision of the internal R&D committee shall be final and binding.

### 3. Submission and Processing of Claims:

- Eligibility of Claimant:
  - i. Claimant should be serving Faculty and Staff of MIT Academy of Engineering.
  - ii. Students, Alumni of MIT Academy of Engineering.
- Terms and Conditions for Claimant
  - i. Claimant should disclose his/her identity.
  - ii. Claimant should inform whether he/she is related to the work.
  - iii. Provide detailed description of the claim.
  - iv. Provide detailed evidence for supporting the claim.
  - v. Any other relevant information


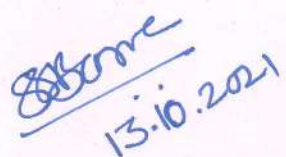
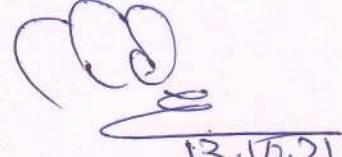
### III .Predatory Journals

Faculty must not fall prey to publish their original and novel work in any predatory journal in view of fast publication process. Many societies / agencies are mushrooming who provide counterfeit indexing and impact factors. The detailed list of predatory journals is available <http://scholarlyoa.com/publishers/>. A reputed journal will have its indexing either in SCOPUS or Web of Science. The tools and metrics developed by Clarivate Analytics (Science Citation Index, Impact Factor) and Scopus (h index, SJR) are reliable indicators. Faculties should refrain themselves from publishing their original work in any of predatory journals.



**References**

1. University Grants Commission (promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, F.1-18/20(CPP-II),23<sup>rd</sup> July 2018.
2. Final Report – Guidelines for Research Publications – Patwardhan 5May2015 (SPPU)
3. Understanding Plagiarism Linguistic Patterns, Textual Features, and Detection Methods Salha M. Alzahrani, Naomie Salim, and Ajith Abraham, Senior Member, IEEE, Published in IEEE Transactions on Systems, Man, and Cybernetics, Part C (Applications and Reviews) 2012
4. ACM Policy on Plagiarism, Misrepresentation, and Falsification, ACM Publications Board, 2019. <https://www.acm.org/publications/policies/plagiarism-overview>.

Prepared by	Verified and Recommended by	Approved by,
 11/10/2021	 13.10.2021	 13.10.21
Dean R&D	Deputy Director (Academics and Research)	Director

