MIT | Academy of Engineering (An Autonomous Institute Affiliated to Savitribai Phule Pune University)	**Code of Ethics for Research Publication and Plagiarism**	
Alandi (D), Pune – 412105	**ACADEMIC YEAR**	2025-26
DEPARTMENT – R & D		

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 catering to the global Engineering fraternity by promoting the highest and ethical standards. MITAOE faculties/staff will adhere to the code of conduct regarding 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.



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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' publications 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 conferences.

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.

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iii. Any faculty engaged in collaborative research with faculty /researcher of other Institute/ Research organization/Research centers, it is mandatory for MITAOE faculty to have MIT Academy of Engineering as his / her affiliation.

iv. In case of collaborative research with other institutes, registration fees for SCOPUS listed international conferences will be shared equally amongst authors of that work. MITAOE will fund only that part of the share of registration fees coming to MITAOE faculties in case of collaborative research with other institutes.

v. In case of collaborative work with other institutes, Faculty of MITAOE has to inform the School Dean/HoD and Institute R&D Coordinator 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. The first author is the significant contributor, whereas the last author is the least contributor. Authors have to contribute to four dimensions to justify their level in the 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 names 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 a disciplinary offence.

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

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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 ways by using different grammar styles and words.

b. *Intellectual Plagiarism*: Authors try to change the original content by hiding, obfuscating, text manipulating, translating and adopting other ideas 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. The author of the 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,

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adjusting, padding, truncating and trimming of the data. This is an attempt made by the 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 falls 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.

The 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 the 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/HoD/Senior Academician) of Institute. The

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third member shall be a reputed academician from discipline in which 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 a 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 the person against whom the inquiry report is submitted.

c. Plagiarism Disciplinary Authority(PDA)

i. PDA consists of a three member committee which is chaired by the Director. The other members are Institute R&D Coordinator and one senior academician not below the rank of Professor.

ii. PDA will receive the recommendations from AMP and take appropriate decisions.

iii. The decision of the 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 the Academic Misconduct Panel, shall impose a penalty considering the severity of plagiarism.

- Level 1: Similarities between 10% to 40% - Such students 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.

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- Level 2: Similarities between 40% to 60% - Such students 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 cases where plagiarism of a 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 a student has inappropriately included other authors who have not majorly contributed to any part of the work or if the author of the work had omitted other authors 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.

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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 the 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

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of the 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 authors 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. The author will be banned from 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.

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- 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 the 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. The 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. The claimant should disclose his/her identity.
  ii. The 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 publishing their original and novel work in any predatory journal in view of the 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 predatory journals.

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4. ACM Policy on Plagiarism, Misrepresentation, and Falsification, ACM Publications Board, 2019. https://www.acm.org/publications/policies/plagiarism-overview.

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