



Jayawant Shikshan Prasarak Mandal's  
**JSPM Narhe Technical Campus**

S.No.12/2/2 and 14/9 Narhe, Tal: Haveli, Dist.:Pune-411041  
Phone No: + 91 20 2460 8700, 701, 702 Fax: + 91 20 2460 8888

Web: www.jspmntc.edu.in

Approved by AICTE New Delhi and DTE Maharashtra  
Affiliated to Savitribai Phule Pune University



**Prof.(Dr.)T. J.Sawant**

B.E.(Elec.), PGDM, Ph.D

Founder - Secretary

**Prof.(Dr.) R.K.Lad**

B.E.(Civil), M.E.(Env.Engg.), Ph.D(Engg.)

**DIRECTOR**

**Date: 01/11/2018**

**To**

**The Coordinator,**

**NAAC, Bengaluru**

**Subject:** Code of Ethics to check malpractices and Plagiarism in research.

**Reference:** 3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research.

**Dear Sir/Madam,**

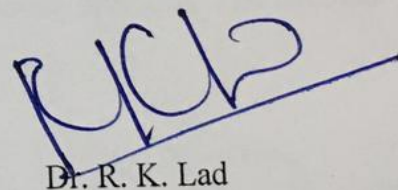
Code of Ethics to check Malpractices and Plagiarism in research are available on institutional website. The documents are available at the following link:

<http://jspmntc.edu.in/Criteria-III/pdf/C3/3.3.1.pdf>



**Enclosure:**

1. e-copy of code of ethics to check malpractices and plagiarism in research

  
Dr. R. K. Lad

**Director**

**Director**  
JSPM Narhe Technical Campus  
Narhe, Pune - 411 041





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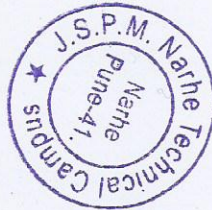
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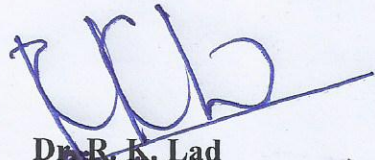
## Code of Ethics

JSPM Narhe Technical Campus is affiliated to Savitribai Phule Pune Univeisty, Pune and recommends all of its stakeholders to follow moral code of ethics prescribed by Savitribai Phule Pune Univeisty, Pune.

Code of Professional Ethics:

[http://unipune.ac.in/pdf\\_files/law/teacher.pdf](http://unipune.ac.in/pdf_files/law/teacher.pdf) (Appendix VI Page 71 to75)



  
**Dr. R. K. Lad**  
**Director**  
JSPM Narhe Technical Campus  
Narhe, Pune - 41

(f) Professional organization of Teachers.

H. Assessment

(a) Steps taken by you for the evaluation  
of the course programme taught

I. General Data

State brief assessment of your performance indicating

(a) achievements, (b) difficulties faced and  
(c) suggestions for improvement.

Signature of the Teacher

J. \*Verification of factual data:

- A. General Information.
- B. Teaching.
- C. Details of Innovations/Contribution in Teaching, during the year.
- D. Improvement of Professional Competence.
- E. Research contributions.
- F. Extension Work/Community Service.
- G. Participation in Corporate Life.

Signature of the Person authorised

\* By a person to be nominated by Principal/Vice-Chancellor.

APPENDIX VI

**Code of Professional Ethics for University and College Teachers Preamble**

*I. Goal of Higher Education in our Country:*

The basic purpose of education is to create skill and knowledge and awareness of our glorious national heritage and the achievements of human civilisation, possessing a basic scientific outlook and commitment to the ideals of patriotism, democracy, secularism and peace, and the principles enunciated in the Preamble to our constitution.

Higher education has to produce leaders of society and economy in all areas of manifold activities with a commitment to the aforesaid ideals.

Higher education should strive for academic excellence, and progress of arts and science. Education, research and extension should be conducted in conformity with our national needs and priorities and ensure that our best talents make befitting contributions to international endeavour on societal needs.

## *II. Teachers and their Rights:*

Teachers should enjoy full civic and political rights of our democratic country Teachers have a right to adequate emoluments, social position, just conditions of service professional independence and adequate social insurance.

## **The Code of Professional Ethics**

### *I. Teachers and Their Responsibilities:*

Whoever adopts teaching as a profession assumes the obligation to conduct himself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

#### *Teachers should:*

- (i) adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- (ii) manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) seek to make professional growth continuous through study and research;
- (iv) express free and frank opinion by participation at professional meetings, seminars, conference etc. towards the contribution of knowledge;
- (v) maintain active membership of professional organisations and strive to improve education and profession through them;
- (vi) perform their duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication;
- (vii) co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counselling students as well as assisting in the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (viii) participate in extension, co-curricular and extra-curricular activities including community Service.

## **II. Teachers and the Students:**

#### *Teachers should:*

- (i) respect the right and dignity of the student in expressing his/her opinion;

- (ii) deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (iii) recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (vi) be affectionate to the students and not behave in a vindictive manner towards and of them for any reason;
- (vii) pay attention to only the attainment of the student in the assessment of merit;
- (viii) make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) aid students to develop an understanding of our national heritage and national goals, and
- (x) refrain from inciting students against other students, colleagues or administration

### **III. Teachers and Colleges:**

*Teachers should:*

- (i) treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) speak respectfully of other teachers and render assistance for professional betterment;
- (iii) refrain from lodging unsubstantiated allegations against colleagues to higher authorities;
- (iv) refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

### **IV. Teachers and Authorities:**

*Teachers should:*

- (i) discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organisations for change of any such rule detrimental to the professional interest;
- (ii) refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;

- (iii) co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) co-operate through their organisations in the formulation of policies of the other institutions and accept offices;
- (v) co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- (vi) should adhere to the conditions of contract;
- (vii) give and expect due notice before a change of position is made; and
- (viii) refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

#### **V. Teachers and Non-Teaching Staff:**

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a co-operative undertaking, within every educational institution;
- (ii) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

#### **VI. Teachers and Guardians:**

*Teachers should:*

Try to see through teachers bodies and organisations that institutions maintain contact with the guardians of their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

#### **VII. Teachers and Society:**

*Teachers should:*

- (i) Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life;
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;

- (v) Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

APPENDIX "A"

**(S. 412)**

**Formula for Fixation of Pay in the Revised Scales**

I. The initial pay in the revised scale shall be fixed in the following manner:

(A) In the case of the teacher drawing basic pay not more than Rs. 1,800/- in the existing scale.

(a) An amount representing five per cent of the basic pay subject to a minimum of Rs. 15/- and a maximum of Rs. 50/- shall be added to the existing emolument of the teacher.

*Explanation I:*—Existing emoluments means a basic pay plus dearness allowance as on 31.12.1972 plus interim relief, if any, sanctioned during 01.03.1970 and January 1973 and not any other allowance.

*Explanation II:*—If the amount so computed includes a part of a rupee, then if such part is fifty paise or more, it shall be increased to one complete rupee and if such part is less than fifty paise, it shall be ignored.

(b) After the existing emoluments have been increased and computed as specified in clause (a) the pay shall be fixed in the revised scale at the stage equal to the amount so computed or, if there is no such stage in the revised scale, at the stage next above the amount so computed.

Provided that:

(i) If the amount as computed under clause (a) is less than the minimum of the revised scale, the pay shall be fixed at the minimum of that scale.

(ii) If the amount as computed under clause (a) is more than the maximum of the revised scale, the pay shall be fixed at the maximum of that scale.

Provided further that, except in case where the pay is fixed at the minimum of the revised scale, if the revised emoluments as determined under this sub-rule, exceeds the existing emolument by more than Rs. 100/- the initial pay shall be fixed at the highest stage in the revised scale at which the revised emolument payable does not exceed the existing emolument by Rs. 100/- and the difference, if any, between the existing emoluments plus Rs. 100/- and the revised emoluments so payable shall be allowed as personal pay to be absorbed in future increment(s).

*Explanation:*—Revised emolument means the basic pay of the teacher in the revised scale.

(B) In the case of a teacher drawing basic pay exceeding Rs. 1,800/- in the existing scale, the initial pay in the revised scale shall be fixed under the provisions of B.C.S.R. 41, 44 and 57 and for this purpose his pay in the existing scale shall be deemed to include the dearness allowance, if any, drawn by him.





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## Plagiarism Policy

1. As JSPM Narhe Technical Campus Pune is affiliated to Savitribai Phule Pune University, Pune, it follows the plagiarism policy of Savitribai Phule Pune University, Pune.
2. Any NTC staff member publishing/ presenting research paper at National/International Journal/Conference with financial assistance and affiliation from institution has to get plagiarism verification certificate by competent authority.
3. All PG students will undertake plagiarism verification before publishing paper in conference/journals.

Plagiarism Policy as per SPPU:

[http://unipune.ac.in/administration\\_files/pdf/Plagiarism Policy University 14-5-12.pdf](http://unipune.ac.in/administration_files/pdf/Plagiarism_Policy_University_14-5-12.pdf)



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## **Plagiarism Policy of University of Pune**

### **Preamble :**

Ethics and honesty are the two most important components of the academic activities be it teaching or research. Teaching & research is a novel profession based on extremely high moral values. There can not be any room for claiming the credit for the work he/she has not undertaken. Many times it is observed that some of the “academicians” knowingly or unknowingly publish or present other’s work as their own. Such acts will affect healthy academic atmosphere in the institute which will also harm the reputation of the institute as well as the individual.

It is therefore important for an academic institute like University of Pune to have in place a policy on plagiarism to avoid such type of acts.

### **Definition of Plagiarism :**

Plagiarism is defined as presenting another person’s work as one’s own work. Presentation includes copying or reproducing it without the acknowledgement of the source.

Plagiarism 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 :**

Negligent plagiarism means innocently or carelessly presenting another person’s work as one’s own without acknowledging the Source. It arises from one’s inadequate knowledge and competency in writing. It is also due to careless attitude resulting into non-compliance of standard verification procedures. In this type of plagiarism the degree of copying is not substantial. .

### **Dishonest Plagiarism :**

Dishonest plagiarism means knowingly and deliberately presenting another person’s work as one’s own work without acknowledging the Source.

It involves intentional copying of substantial proportions of the other’s work without written or unwritten permission and also without acknowledging the source.

### **How to detect Plagiarism :**

It is the prime responsibility of an institute or individual to distinguish original content from plagiarized work. The detection of plagiarism is a judgment to be

made by a person who understands the subject and who is also aware of the definition of plagiarism. Such person should also be aware of the tools available to detect the plagiarism.

University of Pune will use the best tools / software to detect plagiarism.

It is of an out-most important for an academic institute like Pune University to educate its student and teaching community about what constitutes plagiarism, how it is detected and off course the action that is going to follow if plagiarism is proved.

### **Compliance Statements :**

All students are required to submit a signed statement that they are aware of the plagiarism policy of the University and no part of their work be it assignment, term paper, project report, thesis or dissertation etc is not copied in any form and it is their own creation.

### **Procedure for handling alleged Plagiarism**

#### **Procedural Fairness :**

The University is committed to dealing with alleged plagiarism by any section of the University community in accordance with the principles of procedural fairness, including the right to:

- (a) 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;
- (b) Have a reasonable period of time within which to respond to the allegations against them;
- (c) Have the matter resolved in a timely manner;
- (d) Impartiality in any investigation process; and
- (e) An absence of bias in any decision making.

### **Identification and Assessment of Alleged Plagiarism :**

Where an examiner detects or is made aware of alleged plagiarism by any person, the examiner must report the alleged plagiarism to an empowered body which 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. This empowered body will then submit its report along with its recommendation to a statutory bodies which are empowered to take disciplinary actions.

### **Counseling:**

As the detection of plagiarism and steps to prevent it are important, equally important is to educate students about the dangers of plagiarism. University need

to take steps to strengthen the moral of students so that they do not take support of the unfair-means.

**Guidelines for action :**

The University 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 or a Principal of a respective college as an ex-officio member. This committee will submit its report to the Academic Council and then to the Management Council for a final decision in this regard.

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

Depending on the severity of crime the punishment could be :

1. Fine or warning
2. Rustication for limited period or permanent
3. Withdrawal of degree