



MAHARASHTRA EDUCATION SOCIETY'S
GARWARE COLLEGE OF COMMERCE
AUTONOMOUS

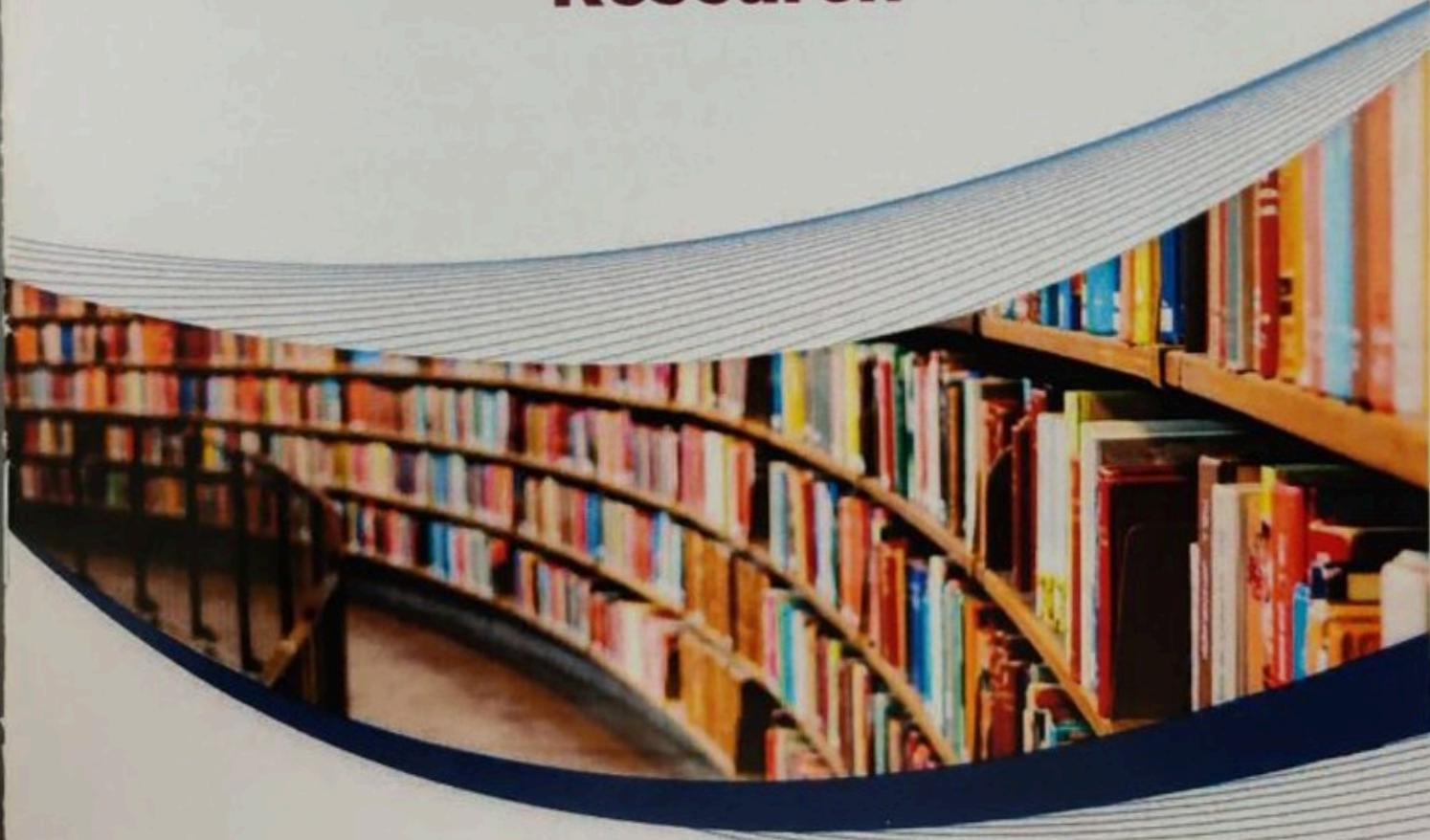
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
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

Best College Award by Savitribai Phule Pune University

NAAC Re-accredited (3rd Cycle) - A Grade - [CGPA - 3.45]

Code of Ethics for Research



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FOREWORD BY THE PRINCIPAL



Research has predominant role to play in Higher Education Institutions (HEIs). It can be claimed that quality of higher learning, to the extent, depends on the quality of research undertaken by the faculty and scholars in the colleges and universities. The faculty has to be very cautious and curious about the things happening around them in order to enhance the usefulness and effectiveness of teaching in the classroom and focused mentoring beyond the classroom. At the same time, it has to be well recognized by the scholars that no research is small or of less significance. Every research ultimately has a social values as it attempts to provide the affordable and sustainable solutions to the chronic as well as emerging societal problems.

Higher education itself aims at attaining national development and improvement in quality of life of the citizens. Therefore, every research has to be immensely productive and cost effective. In this context, Department of Research, Innovations and Consultancy (DRIC) of the College deemed it essential to bring out the code of Ethics for Research. It includes broad guidelines for Research Guides as well as Research Scholars.

The Code of Ethics for Research primarily focusses on activities of DRIC, research ethics, good practices in research, ethical values, components of research, pre-registration presentations, pre-submission presentations and submission of thesis. Ph.D is the highest and most admired degree in higher education space across the world. Therefore we strongly believe that everyone involved in the research should work within the operational and professional framework designed by the regulatory authorities in higher education. Obviously, it is beneficial for the researchers to adhere to the norms set by the University Grants Commission and Savitribai Phule Pune University.

I appreciate the sincere efforts of DRIC in bringing out this most useful instrument for quality research. Most importantly, I am grateful to Dr. Bharat Vhankate and Dr. Ganesh Pathare for their active and valuable contribution in drafting the Code of Ethics and Research. I hope that the Code of Ethics and Research will prove its significance, when it will be put in practical use by the stakeholders

Dr. N.S. Umarani

Principal

MES Garware College of Commerce (Autonomous)

Former Pro-Vice Chancellor, SPPU, Pune

INTRODUCTION:

Department of Research Innovation & Consultancy (DRIC) of the College is one of the well-recognised Research Centres affiliated to Savitribai Phule Pune University (SPPU), Pune. MES Garware College of Commerce (Autonomous) strives to develop Research Culture on the campus through this department. DRIC is committed to motivate, inspire & support the researchers in strengthening the research abilities and skills for qualitative & contributory research. The research endeavours also include the efforts to inculcate the research attitude among students from UG to PG.

Highlights of the Research Activities of DRIC:

- Research Competition for students (UG to PG).
- Orientation of students for Research Projects at BBA, BBA (IB), BBA (CA) and M.Com.
- Research Internship for PG Students
- Student's research publication titled- 'Young Researcher'
- Organisation of National and International level Seminars and Conferences.
- Publication of Seminar/Conference Proceedings.
- Encouragement to teachers to undertake Minor/ Major Research Projects
- Incentive to participate in Seminars, Conferences and publication in reputed Journals (CARE listed, SCOPUS, Web of Science etc.)
- Guidance Sessions for Research Scholars of Ph.D.
- Undertaking Six Monthly Review of Research work done by Ph.D. Scholars
- Participation in Collaborative Research Project/Activities

The College has rich collection of research resources, both in the form of books, journals, magazines, etc. and the e-resource database.

The library spaces and discussion rooms are available for the research scholars.

CODE OF RESEARCH ETHICS:

The code Research Ethics has been designed to encourage good research practices and undertake quality research. It is the matter of pride for the College that the teachers do take efforts to publish their research in nationally and internationally reputed journals but the credibility of research work is extremely important. Hence, it must be kept in mind that the teachers and scholars must undertake quality research and give publicity only in quality journals.

Good Practices of Research:

Some of the practices and attributes that research scholars must possess and exhibit that are deemed key for undertaking good research are;

Sincerity and Dedication: Every research scholar should be sincere in the work Culture. They should be dedicated and devote their time only to research works..

Time Management: Time spent on unproductive work will never fetch anything. Care should be taken to chart out a timeline for completing the given task and submit the thesis.

Honesty: Refers to being accurate and truthful about one's self, one's work, and in acknowledging the work of others; reporting all the findings; and making valid interpretations and claims.

Rigour: Choose and adhere to appropriate methods; draw conclusions; and communicate the results.

Transparency: Report data collection methods; analyse and interpret data; and make findings widely available, including to the general public.

Good Practices of Research:

Respect and care: Exhibit care for all research participants and the environment. Conduct respectfully towards other scholars, staff, and faculty.

Trust: Exhibit mutual trust to encourage the free exchange of ideas.

Fairness: Ensure fairness in institutional standards, practices, and procedures as well as in interactions between members of the research groups.

Responsibility: Uphold high standards of conduct in learning, teaching, and research responsibly for promoting academic integrity, among all members of the university.

Legality: Observe valid legal norms related to the conduct and publication of research, particularly in relation to copyright, the intellectual property rights of third parties, the terms and conditions regulating access to research resources, and the laws of libel.

ETHICAL VALUES OF RESEARCH SCHOLARS:

Upholding ethical values are vital to good research and the university promotes such research activity.

Some of them are;

- Be very punctual, dedicated, and sincere in all academic work.
- Research data collected should be synthesized as per the procedure laid down.
- Research results to be reported should be following standard practices.
- Publication status should not be manipulated or misrepresented.
- Need to keep their undertakings and agreements honestly.
- Avoid casual attitudes and negligence with their research work.
- Keep quality in their paperwork and records of research activities, such as literature review, research design, data collection, data analysis, interpretation, drafted manuscripts and its communication with UGC recognized journals.
- Need to respect patents, copyrights, and other forms of intellectual property.
- Strive to protect confidential communications, such as manuscripts, projects, or grants submitted for publication, personnel records, deals or military secrets, and patient records used for requisite research.
- Endorse social wellbeing and to prevent or lessen social harms through research, public education, and promotion and care to safeguard the environment.
- In accordance with the UGC Regulations 2010 the College shall develop comprehensive faculty-wise list of quality Journals and reputed publishers in each subject. This should be used as reference when dealing with research guides recognition, PhD / M. Phil submissions, selection, confirmation, increments, career advancement (CAS).
- Research publications in Marathi, Hindi and other languages constitute an important aspect. Due recognition to Marathi and other language journals shall be given. The modalities to identify reputed research journals in Marathi and other languages shall be decided.
- Journals published by National Academies, National Institutions and National Societies shall be recognized. These lists shall be updated by the College every year and shall be published on the College website.
- Very careful due diligence shall be done while developing a comprehensive faculty-wise list of approved journals. For this purpose, following guidelines shall be followed:
- GCC Library shall critically review its present list of subscribed Journals. It shall maintain list of dubious publishers and predatory Journals. For this purpose, available reliable sources should be considered. Further, our Library may seek information on such fraud journals from the teaching community as and when they come across such journals. In this manner, the teaching community can assist the library to make and maintain a database of such journals on the library web portal. GCC Library shall not deal with such publishers and shall not subscribe any such spurious/predatory Journals, databases and indexing agencies.

- DRIC shall develop a module of about four lectures on Publication Ethics, which should be part of library orientation course, pre-PhD course, research methodology or similar courses under every faculty. This work may be coordinated by IQAC Cell in association with Library.
- Research publication ethics and guidelines should be widely circulated and undertaking should be obtained from PhD guides and the research students, stating that he/she has understood the guidelines and violating them can lead to appropriate actions.
- As a good publication practice, manuscripts proposed to be published as research articles, thesis, dissertation may preferably go through screening by College / Departmental Research Committee consisting internal and external experts duly approved by the research committee. All such research manuscripts should be scanned through reputed anti-plagiarism software like Turn-it-in, which our university has subscribed.
- Our Library should create more awareness about predatory publishers and importance of publication ethics so that faculty and students are encouraged to do high quality rigorous research and not succumb to desperation to publish poor quality work by taking short cuts and easy ways.
- Quality of any publication can be best judged after considering amount of work, rigor, methodology, novelty, etc., which can be evaluated by external experts in the field in an anonymous manner. As a long-term policy, the College shall strengthen its research culture and bring stringent external peer review system to critically evaluate its research output.
- Research Article/paper published by the Teachers of the Senior College shall be eligible to reimburse APC (Article Processing Charges) maximum up to Rs. 5000 for the academic year, it shall be available subject to submission of all necessary documents asked by DRIC.

GUIDELINES FOR RESEARCH WORK:

An effort be made by all the teachers to write an article having qualitative primary and secondary data. It should also have all the research components such as:

- Identification of a Research problem.
- Establishing clear-cut relationship with - Title, Objectives and problem statement etc.
- Formulation of Hypothesis.
- Review of Related Literature.
- Preparation of Research Design.
- Actual experimentation.
- Results and Discussion.
- Formulation of Conclusions and Recommendations.
- Proper use of universally accepted plagiarism software. As far as possible, keeping the similarity index below 10%
- Giving due acknowledgement to the work borrowed from other sources/ authors. Proper referencing style be used in references.
- Using the National and International sources - data base or websites, etc. for secondary data

MONITORING THE PH.D. RESEARCH WORK:

Monitoring the Ph.D. Research Work:

(Guidelines for Research Guides & Research Scholars for Ph.D. research work)

It is clearly understood that the role of DRIC is only as a facilitator. The research work is an entirely the responsibility of the scholar and the guide. The scholar is expected to contact the guide in first instance and he is expected to contact DRIC through his guide

MONITORING THE PH.D. RESEARCH WORK:

Following broad points can be considered as a guideline for monitoring the Ph.D. research work. Following points are just indicative ones, and include more, as per the requirements.

1. Pre- Registration Presentation:

- It is expected that the scholar has read and understood all the theoretical aspects of research, by reading at least 3-4 good reference books of research and watching 5-6 good quality videos illustrating about the Title, Objectives, Hypothesis, Research Methodologies, etc.
- The concerned research guide should ensure that, the scholar has such clarity. Before the actual presentation, the guide should conduct a presentation, till he satisfies about the Title, Objectives, Hypothesis, and Research Methodology etc. Only upon ensuring this, the guide may schedule pre-registration presentation of such scholar.
- Along with this, the guide should also ensure about the construction, grammar and logic of presentation
- During the final pre-registration presentation, only few important points be checked.
- The guide should ensure that the proposal is prepared in line with the University Guidelines, which are available on the University website.
- It is to understand clearly that, it is the total responsibility of the Research Scholar and Guide to adhere to the University Guidelines, the DRIC is only facilitator. Each and every minute formality and compliances are to be made by the Scholar and the Guide

2. Monitoring the Research Work:

- As per the University Guidelines, the DRIC will plan Six Monthly presentation to monitor the research progress of the scholar. As per the Research Plan of the scholar, submitted at the time of pre-registration presentation, the research work will be assessed. Suitable suggestions and guidance will be provided.
- Ideally, there should be at least one meeting in a month between a scholar and guide, preferably, on the campus. During such meeting, a monthly guidance can be provided by the guide. A Record of the same to be maintained by the Research Scholar.
- In case, a scholar fails to meet the guide consecutively three months, a guide, through mail, may report to DRIC, upon which, DRIC may officially, remind the scholar. Later, if consistently the scholar is absent, a DRIC may take appropriate call-in consultation with the guide.

2. Pre-Submission Presentation:

- It is expected that all the six-monthly progress reports are complied with.
- All the research work, in all respect be completed.
- The guide has taken at least 2-3 presentations, before the presentation at the research centre, and ensured that all the research work is completed. For example,
 - The objectives of the research are clearly achieved;
 - The hypothesis is tested, supported by the findings;
 - A clear-cut table have been prepared, establishing the relationship of - primary data/ item of questionnaire and the findings form the same.
 - The statistical tools are used properly and as per the requirement, mentioned in the proposal/ thesis.
 - Plagiarism report is attached;
 - Proper acknowledgements and referencing are done.
 - The recommendations are based on the findings, they are not mere perceptions or statements.

MONITORING THE PH.D. RESEARCH WORK:

- Only upon satisfaction of the above points, the Pre- submission presentation be scheduled.
- While scheduling the presentation, the guide should in writing request the DRIC for such presentation. The guide should also arrange for the external guides.
- In order to avoid the hastiness, the guide should communicate the DRIC, at least 21 days in advance of such presentation, so that, DRIC can inform the University, can issue a notification etc.
- Within the stipulated time period from the date of the Pre-submission presentation, the scholar and guide should ensure that the Synopsis and the report is submitted to the University, along-with the corrections, if any suggested by the Committee at the time of presentation.

4. Submission of the Thesis:

- The final thesis submission formalities are to be completed by the scholar and the guide within stipulated time period from the date of the pre-submission presentation,
- The scholar should submit the hard bound copy of the thesis to DRIC. Upon such submission, within three working days, the thesis acknowledgement letter from the centre shall be given to the candidate.
- Once the Viva is completed, all the relevant documents to be submitted by the scholar to DRIC.

REPORTING THE RESEARCH:

As we conduct research, we are likely to realize that the topic that you have focused on is more complex than you realized when we first defined our research question. The research is still valid even though we are aware of the greater size and complexity of the problem. A crucial skill of the researcher is to define clearly the boundaries of their research and to stick to them. We may need to refer to wider concerns; to a related field of literature; or to alternative methodology; but we must not be diverted into spending too much time investigating relevant, related, but distinctly separate fields. Starting to write up our research can be intimidating, but it is essential that we ensure that we have enough time not only to write up your research, but also to review it critically, then spend time editing and improving it. The following tips should help you to make the transition from research to writing:

- In your research plan, you need to specify a time when you are going start writing. You should aim to stick to this plan unless you have a very clear reason why you need to continue your research longer.
- Take a break from your project. When you return, look dispassionately at what you have already achieved and ask yourself the question:
- Speak to your supervisor about your progress. Ask him / her whether you still need to collect more data. Remember that you cannot achieve everything in your dissertation.
- 'Further Work' at the end of your dissertation will show that you are thinking about the implications your work has for the academic community.
- The companion study guide writing a Dissertation focuses on the process of writing up the research from your research project.

In nutshell, it is necessary to develop right strategy, conducive environments and suitable methodologies, to encourage and maintain quality of research. In the digital world, the decisions regarding quality of academic and research contributions could also be enabled by networked communities of scholars. This can lead to desperation to publish and temptation to explore short cuts and easy ways. However, the rigorous training, continuous assessment, able mentorship and institutional culture empower research students to perform with best capabilities where quality publications naturally emerge.








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