



**Parvatibai Chowgule College of Arts and Science
Autonomous**

Accredited by NAAC with Grade 'A' (CGPA Score 3.41 on a 4 Point Scale in 3rd cycle)
Best affiliated College-Goa University Silver Jubilee Year Award

**CODE OF ETHICS- POLICY DOCUMENT
OF
PARVATIBAI CHOWGULE COLLEGE OF ARTS & SCIENCE
(AUTONOMOUS)**

I. PREAMBLE:

Besides being an academic institution focusing on quality education, Parvatibai Chowgule College of Arts and Science (PCCAS), is also actively involved in research. The college has "Research, Consultancy and Extension activities" committee (RCEA), along with the Head of the institution, which looks into the planning and execution of encouraging and enhancing research amongst faculty members and students. To streamline the processes the committee has formulated policy document on "Promotion of Research".

The research policy of RCEA-PCCAS explains the processes used to promote research on campus. The policy document highlights research policies for faculty members and students and gives the framework for development and implementation of initiatives taken to promote research at Chowgule College.

II. OBJECTIVES:

- 1) Create conducive research environment.
- 2) Promote research culture amongst teachers and students.
- 3) To create awareness on research related ethical requirements of the college.
- 4) To enhance research paper publications and presentation.
- 5) Encourage faculty to obtain research projects/funds and consultancy works.
- 6) Promote community works, extension activities, consultancy by the departments

III. GUIDELINES ON RESEARCH ETHICS

As an academic and research institution, the college has formulated guidelines on 'Research Ethics' which governs the standards of conduct of researchers on the campus. While carrying out research, it is important to adhere to ethical principles in order to protect the dignity, rights and welfare of research participants. It is also important to curb plagiarism, and conform to the requirements of quality of research publications.

1) Ethical Clearance: Research proposals on social and biomedical research in Chowgule College involving human participants need to be cleared by IEC-PCCAS to safeguard the welfare and the rights of the participants. The IEC is entrusted the task of reviewing the proposed 'research protocol' prior to submission of project proposals and thereafter for monitoring the approved programmes to foresee the compliance of the ethics during the period of the project. The IEC approval form and related documents are available on the research portal of college website.

- a. Researchers (Teachers / Research scholars / UG /PG Students) working with human subjects should obtain ethical clearance from the 'Institutional Ethics Committee' of Parvatibai Chowgule College of Arts and Science (IEC-PCCAS), before conducting any research project.
- b. Students conducting surveys for their research works need to follow guidelines as laid my IEC committee.
- c. Duly filled Ethical Clearance application should be submitted by researchers/group of researchers to IEC-PCCAS as per guidelines given in IEC-PCCAS.

2) Avoiding Plagiarism:

Academic integrity requires the individual to undertake academic activities responsibly and honestly. One of the most common practices of breaching the policy of academic integrity is the act of plagiarism. All teachers and students of Chowgule College are expected to be conscious of 'Plagiarism' as Academic dishonesty and work towards avoiding plagiarism in academics and research. Post graduate students, PhD scholars, Researchers and Faculty members will be governed by the University Grants Commission regulations, 2018 (Promotion Of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) and OC-29 of Goa University related to Promotion.

For curbing plagiarism the college has laid the following guidelines:


- a. All researchers/students need to submit 'Plagiarism check report' for any submission based assessments as is given in the course policy by course faculty.

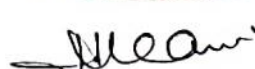
- b. If research papers are intended to be communicated for Publishing or to be presented in a conference, plagiarism check report need to be submitted as is required by the publisher.
- c. Free online Plagiarism checkers may be used for generating reports:
- i. www.plagiarismsoftware.net
 - ii. Quetext - www.quetext.com
 - iii. Duplichecker - www.duplichecker.com
 - iv. Smallseotools - <https://smallseotools.com/plagiarism-checker/>
 - v. Grammerly - www.grammarly.com
 - vi. Plagiarism Detector- <https://plagiarismdetector.com>
 - vii. Copyleaks- <http://copyleaks.com>
 - viii. Plagscan - www.plagscan.com
- d. Researchers can also avail plagiarism check services of Goa University library, for Urkund check reports.
- e. Upon publication/presentation of the paper, researchers are expected to submit information of the same with DOI to the college repository by emailing the same to the research committee at pccas_research@chowgules.ac.in
- f. Researchers are required to give Institutional affiliation for all research publications, obtained as a result of work done by them as faculty members / researchers of Chowgule College.
- g. Teachers/researchers are advised to refrain from resorting to self plagiarism. Reproduction, in part or whole, of one's own previously published work without adequate citation and proper acknowledgment and claiming the most recent work as new and original for any academic advantage amounts to 'text-recycling' (also known as 'selfplagiarism') and is not acceptable.
- h. UGC REGULATIONS/NOTICES GOVERNING RESEARCH AND ACADEMIC INTEGRITY:
- i. UGC notice on self plagiarism: https://www.ugc.ac.in/pdfnews/2284767_self-plagiarism001.pdf
 - ii. UGC guideline document on 'Good Academic research practices : https://www.ugc.ac.in/e-book/grap_29092020/mobile/index.html
 - iii. https://www.ugc.ac.in/pdfnews/7771545_academic-integrity-Regulation2018.pdf


3) Quality Publications: Researchers are encouraged to publish their research findings in peer reviewed journals listed by Consortium for Academic and Research Ethics (CARE) of UGC or indexed in Scopus/Web of Science/India Citation Index. College organizes workshops on creating awareness about 'Predatory journals' and for encouraging researchers to publish their research findings in peer reviewed journals listed by Consortium for Academic and Research Ethics (CARE) of UGC.

- a. The UGC-CARE list of Quality Journals can be accessed from <https://ugccare.unipune.ac.in/site/website/index.aspx>.
- b. To view the journals listed in UGC-CARE, register yourself at <https://ugccare.unipune.ac.in/site/Applicant/Registration.aspx>
- c. After you are registered you can login to access the list of journals listed in UGC-CARE of your specific discipline.
- d. While choosing the journals Impact factors listed in Journal Citation Reports (JCR) may be accessed from Web of Science.
- e. Thomson Reuters site may also be used to ensure the scientific quality of a journal.
- f. Use SCIMAGO Journal Rank (SJR) to screening good journals.
- g. Registration of every faculty member in ORCID and RESEARCHER-ID/PUBLON is essential.
- h. This will enable researchers to obtain information of citations and H Index as and when asked by the College for the purpose of NIRF and NAAC.

*Policy initiated and Approved in Academic council: 15/12/2018
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Convener
RCEA-PCCAS


IQAC Co-ordinator
Parvatibai Chowgule College of
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Principal
Parvatibai Chowgule College of
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