

# CODE OF ETHICS

INNOVATION aims to be a main channel of data communication, sharing of ideas and information to the scientific researching community and also to the society at large. It is mandatory for us to follow certain code of ethics and it is advices to adhere strictly to the following code of ethics which will enhance the quality of the published works. This y written code of ethics is focusing to provide guidance on the proper behavior of editors, reviewers and authors in the process of scientific publication by us.

## **Editorial Board**

Editorial board will be generated from recognized experts in the field. Editors are the sole responsible persons for the acceptance or rejection of a manuscript, it may be subjected to peer review but the final decision is bound to the concerned editor. Any decision taken or matter of concern about a submitted article should not be revealed to anyone by an editor. If one of the editor is willing to publish an article the article should be processed by another editor. Editor should refrain from using the information, data, theories, or interpretations of any submitted manuscript in her/his own work until that manuscript is in press.

## **Publication decisions**

The editor should be responsible for deciding which of the articles submitted to the journal should be published. The validation of the work in question and its importance to researchers and readers must always drive such decisions. The editor may be guided by the policies of the journal's editorial board and constrained by such legal requirements, copyright infringement and plagiarism. The editor may confer with other editors or reviewers in making this decision.

## **Editorial Responsibilities**

- Editors (Associate Editors or Editor in Chief) have complete responsibility and authority to reject/accept an article.
- Editors are responsible for the contents and overall quality of the publication.
- Editors should always consider the needs of the authors and the readers when attempting to improve the publication.
- Editors should guarantee the quality of the papers and the integrity of the academic record.
- Editors should publish errata pages or make corrections when needed.
- Editors should have a clear picture of a research's funding sources.
- Editors should base their decisions solely one the papers' importance, originality, clarity and relevance to publication's scope.
- Editors should not reverse their decisions nor overturn the ones of previous editors without serious reason.
- Editors should act if they suspect misconduct, whether a paper is published or unpublished, and make all reasonable attempts to persist in obtaining a resolution to the problem.
- Editors should not reject papers based on suspicions; they should have proof of misconduct.

- Editors should not allow any conflicts of interest between staff, authors, reviewers and board members.
- Editors must not change their decision after submitting a decision (especially after reject or accept) unless they have a serious reason.

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### **Peer review process**

All of a journal's content should be subjected to peer-review. Articles submitted for possible publication are peer reviewed. Articles are first reviewed by editors. The editor may reject it out of hand either because it is not dealing with the subject matter for that journal or because it is manifestly of a low quality so that it cannot be considered at all. Articles that are found suitable for review are then sent to two experts in the field of the paper. Referees of a paper are unknown to each other. Referees are asked to classify the paper as publishable immediately, publishable with amendments and improvements, or not publishable. Referees' evaluations usually include an explicit recommendation of what to do with the manuscript. Referees' comments are then seen by the author. Editors should publish guidance to either authors and reviewers on everything that is expected of them.

### **Peer Review/Responsibility for the Reviewers**

- Reviewers should keep all information regarding papers confidential and treat them as privileged information.
- Reviews should be conducted objectively, with no personal criticism of the author. No self-knowledge of the author(s) must affect their comments and decision.
- Reviewers should express their views clearly with supporting arguments.
- Reviewers may identify relevant published work that has not been cited by the authors.
- Reviewers should also call to the Editor in Chief's attention any substantial similarity or overlap between the manuscript under consideration and any other published paper of which they have personal knowledge.

Reviewers should not review manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or institutions connected to the papers.

### **What should be checked while reviewing an article?**

There are no hard and fast rules to analyze an article, this can be done on case to case basis considering the worthiness, quality, and originality of the article submitted. In general cases the following may be checked in a review.

- Structure of the article submitted and its relevance to author guidelines
- Purpose and Objective of the article
- Method of using transitions in the article
- Introduction given and the conclusion/ suggestions provided
- References provided to substantiate the content
- Grammar, punctuation and spelling
- Plagiarism issues
- Suitability of the article to the need
- Any conflict of interest that may be detected
- Knowledge addition to the scientific community
- Author(s) involvement in preparing the article and their interest shown towards scientific development.

### **Originality and plagiarism**

The authors should ensure that they have written entirely original works, and if the authors have used the work and/or words of others, that this has been appropriately cited or quoted. Plagiarism takes many forms, from „passing off“ another’s paper as the author’s own paper, to copying or paraphrasing substantial parts of another’s paper (without attribution), to claiming results from research conducted by others. Plagiarism in all its forms constitutes unethical publishing behavior and is unacceptable.

### **Multiple, redundant or concurrent publication**

1)An author should not in general publish manuscripts describing essentially the same research in more than one journal or primary publication. Submitting the same manuscript to more than one journal concurrently constitutes unethical publishing behaviour.

2)In general, an author should not submit for consideration in another journal a previously published paper.

3)The copyright remains with the authors, thus they can decide about eventual republication of their text.

## **ARTICLE/PAPER LAYOUT**

**The submitted paper/Article should contain** (author may add subtitle as per matter/topic)

1. Title of the Paper
2. Author’s Name, Email, Contact Number, Designation, University/College, State, Country.
3. Abstract
4. Keywords or Phrases (4 to 10)
5. Introduction
6. Literature Review
7. Materials and Methods

8. Findings and Analysis
9. Recommendations
10. Conclusions
11. References or Bibliography ( Minimum 4-5)
12. Author's Biography (Maximum 300 words)

### **Authors' Responsibilities**

- Authors must certify that their manuscript is their original work.
- Authors must certify that the manuscript has not previously been published elsewhere, or even submitted and been in reviewed in another journal.
- Authors must participate in the peer review process and follow the comments.
- Authors are obliged to provide retractions or corrections of mistakes.
- All Authors mentioned in the paper must have significantly contributed to the research. Level of their contribution also must be defined in the "Authors' Contributions" section of the article.
- Authors must state that all data in the paper are real and authentic.
- Authors must notify the Editors of any conflicts of interest.
- Authors must identify all sources used in the creation of their manuscript.
- Authors must report any errors they discover in their published paper to the Editors.
- Authors must not use irrelevant sources that may help other researches/journals.
- Authors cannot withdraw their articles within the review process or after submission, or they must pay the penalty defined by the publisher.