GALGOTIAS UNIVERSITY
Uttar Pradesh
CREATING KNOWLEDGE

3.4.1

Ethics Policy

Galgotias University

Plot No. 2, Yamuna Expressway,
Opposite, Buddha International Circuit,
Sector 17A, Greater Noida,
Uttar Pradesh 203201, India

GALGOTIAS UNIVERSITY

Uttar Pradesh

CREATING KNOWLEDGE

Standard Operating Procedure for Research Ethics Committee

Galgotias University

Plot No. 2, Yamuna Expressway,
Opposite, Buddha International Circuit,
Sector 17A, Greater Noida,
Uttar Pradesh 203201, India

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About Research Ethics Committee

The requirement of Galgotias University Research Ethics Committee in organization conducting medical and research activities resulted from the point of view that they will take care of the human rights on priority for all members of the society. This committee will emphasis the general principles of biomedical in which human/animal participation is involved. It is compulsory that all research proposals related to biomedical research in which human or animal participation is required must put before the University Research Ethics Committee for approval.

Scope – Applicable to Galgotias University.

RESPONSIBILITY

The Responsibilities of University Research Ethics Committee are:-

1. To maintain the privacy, dignity, human rights of all the research participants.
2. To comply that all international scientific standards and ethical practices must be followed with special link to local communities and their values.
3. To help in the proper education of research community about the local health care needs.

The Chair Person and Member Secretary are responsible for implementing these SOPs.

COMPOSITION OF UNIVERSITY RESEARCH ETHICS COMMITTEE

The Research Ethic Committee should be a team of researchers form different disciplines of scientific community.

The compositionis as follows,

1. Chairperson
2. 1-2 Basic medical scientists.
3. One Experts from the Outside Institutes for respective schools of university
4. Member-Secretary,

Ethics Sub-Committee - All expedited approvals will be given in a meeting of the Sub-Committee of three members (nominated by the Chairman). All the three members, including the Member Secretary should be present for the meeting.

UNIVERSITY RESEARCH ETHICS COMMITTEEMEETINGS :

The Chairperson RESEARCH ETHICS COMMITTEE will preside over all the meetings. The Member Secretary will be responsible for organizing the meetings, maintaining the records of the meetings, prepare MoM of the meeting with due approval of chairman, and communicating with all concerned members/participants.

SUBMISSION OF PROPOSAL UNIVERSITY RESEARCH ETHICS COMMITTEE :

All investigators/researchers must follow the implementing guidelines before conducting any research in which human/animal(s)/Bio-materials is used.

- The Principal Investigator (PI)/Co- Principal Investigator (Co-PI) have to submit his proposal in soft and hard copies as per the RESEARCH ETHICS COMMITTEE forms along with required documents in English language only.
- The proposals can only be submitted to the office of Member-Secretory of RESEARCH ETHICS COMMITTEE
- In case of a Ph.D./PG/UG research problem only registered research scholar(s)/student(s) can apply through their supervisors.
- In case of sponsored projects, the committee will consider only those projects which are approved. However the University Research Ethics Committee may provide NOC letter in case that is mandatory by funding agency.
- All the proposals the consent form of the participant(s) must be enclosed.

EXAMINATION OF PROPOSALS

All members of RESEARCH ETHICS COMMITTEE are responsible for examining the proposals

- The Member-secretary will examine the completeness of proposals prior to submission to the Sub-committee for evaluation.
- The RESEARCH ETHICS COMMITTEE members will evaluate the possible ethical issues, risks involved with the participants, completeness of the documentation for participants privacy, confidentiality and judicial issue.
- All the reviews will be done in the formal meetings of University Research Ethics Committee and the investigators make their presentation before the committee.
- In case any expert opinion is required the committee can invite additional member(s).
- Within 15 days of the meeting the decision of the University Research Ethics Committee will be communicated to the applicant in writing.
- If approved, certificate of approval will be issued and all approval will valid for 3 years or for the period of project (if less than 3 years). If project is more than 3 years than investigators have to take the fresh approval.

DECISION MAKING

- The committee members will discuss the proposals in the meeting.
- In case of a conflict of interest of any member of the committee he/she should withdraw themselves from the discussion of that proposal with the written consent of the chairman and should be minuted in the MoM.
- For any final decision of the RESEARCH ETHICS COMMITTEE the quorum must be completed.
- The invited members can only give their opinion.
- The committee has the right to approve, reject or ask for the revision in the proposal.

COMMUNICATING THE DECISION

- The decision will be communicated by the Member Secretary in writing.
- Suggestions for modifications, if any, should be sent by University Research Ethics Committee.
- Reasons for rejection should be informed to the Researchers.

UNIVERSITY RESEARCH ETHICS POLICY:

For any clarifications, please refer to the university research ethics policy

PROPOSAL FORMS

- FORM 1
- FORM 2
- FORM 3
- FORM 5
- FORM 5 (Consent Form)

FOR MORE DETAILS CONTACT:

Member Secretary, University Research Ethics Committee
Dean R&D
Galgotias University

PART 1 - CONTENT FOR CONSENT FORM
INFORMATION FOR PARTICIPANTS OF THE STUDY

Instructions - This is the patient information sheet. It should address the participant of this study. Depending upon the nature of the individual project, the details provided to the participant may vary. A separate consent form for the patient/test group and control (drug/procedure or placebo) should be provided as applicable. While formulating this sheet, the investigator must provide the following information as applicable in a simple language in English/ Regional language, which can be understood by the participant

- Title of the project
- Name of the investigator/guide
- Purpose of this project/study
- Procedure/methods of the study
- Expected duration of the subject participation
- The benefits to be expected from the research to the participant or to others and the post trial responsibilities of the investigator
- Any risks expected from the study to the participant
- Maintenance of confidentiality of records
- Provision of free treatment for research related injury
- Compensation of the participants not only for disability or death resulting from such injury but also for unforeseeable risks.
- Freedom to withdraw from the study at any time during the study period without the loss of benefits that the participant would otherwise be entitled
- Possible current and future uses of the biological material and of the data to be generated from the research and if the material is likely to be used for secondary purposes or would be shared with others, this should be mentioned
- Address and telephone number of the investigator and co-investigator/guide
- The patient information sheet must be duly signed by the investigator

PART 2 - CONTENT FOR PARTICIPANT CONSENT FORM

Participant's name: **Address:**

Title of the project:

The details of the study have been provided to me in writing and explained to me in my own language. I confirm that I have understood the above study and had the opportunity to ask questions. I understand that my participation in the study is voluntary and that I am free to withdraw at any time, without giving any reason, without the medical care that will normally be provided by the investigating team. I agree not to restrict the use of any data or results that arise from this study provided such a use is only for scientific purpose(s). I have been given an information sheet giving details of the study. I fully consent to participate in the above study.

Signature of the Participant: _____ Date: _____

Signature of the Witness: _____ Date: _____

Signature of the Investigator: _____ Date: _____

Note: Consent form part 2, should be appropriately worded for adults and children (less than 18 years) e.g. If the participant is less than 18 years of age, instead of 'my participation', 'my child's/ward's participation' needs to be replaced

GALGOTIAS UNIVERSITY
(Established under Galgotias University Uttar Pradesh Act No. 14 of 2011)

FORM - 1

APPLICATION FOR PERMISSION FOR STUDIES ON HUMAN SUBJECTS

1. School Name:
2. Name of Investigator: Designation:
3. Email Address and Phone No. of Investigator:
4. Place where study will be conducted:
5. Date of commencement & duration of study :
6. Funding agency / sponsor:

Investigator's Declaration

Certified that

1.The research proposal is not duplicative of previously reported research
2. All investigators working on this proposal are aware of the ICMR ethical guidelines
3. I / we have reviewed the pertinent scientific literature
4. I / we will obtain approval from RESEARCH ETHICS COMMITTEE before initiating any deviation / changes in the study
5.The study shall be initiated only upon review & approval of RESEARCH ETHICS COMMITTEE
6. I /we shall maintain all the records as per format [form 2 or 4]
7. Informed consent will be obtained & confidentiality of the subjects will be maintained

Place:
Date

Chief Investigator

For Office use only

Proposal number

Date of receipt Date received after revision

Approval date Expiry date

Secretary

Chairman

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FORM -2 (For Practical Labs only)

Proforma for routine UG/PG class work (Practical's) involving Human/Animal Subjects.

1. Name of the School :

2. List of Practical's and their Nature in brief. (Including Objectives and Methods to be employed) :

3. Specify the method of Subject selection for Practical class work :

(a) UG/PG Students
(b) Patients
(c) Students (from other Institutions.)
(d) Any other, specify

4. Specify the source of obtaining blood samples :

UNDERTAKING

It is certified that,

Work is conducted purely as part of routine curriculum by UG/PG students.

Signature of the Teacher-in-charge.
Chairperson

GALGOTIAS UNIVERSITY
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FORM - 3

APPLICATION FOR PERMISSION FOR STUDIES ON HUMAN/ANIMAL SUBJECTS

	Name & Designation / Qualification	Address Tel & Fax no Email	Signature
Name of PI/ PhD candidate			
Research Guide			
Co-PI, if any			
Research fellow			
Place where study will be conducted			
Date of commencement & duration of study			
Funding agency / sponsor			

Investigator's Declaration

Certified that

1. The research proposal is not duplicative of previously reported research
2. All investigators working on this proposal are aware of the ICMR ethical guidelines
3. I / we have reviewed the pertinent scientific literature
4. I/we will obtain approval from RESEARCH ETHICS COMMITTEE before initiating any deviation/changes in the study
5. The study shall be initiated only upon review & approval of RESEARCH ETHICS COMMITTEE
6. I /we shall maintain all the records as per format [form 2 or 4]
7. Informed consent will be obtained & confidentiality of the subjects will be maintained

Place:
Date

Chief Investigator

For Office use only

Proposal number
Date of receipt
Date received after revision Approval date
Expiry date

Secretary

Chairman

University Research Ethics Committee
FORM – 4

Proforma for submission to University Research Ethics Committee, for undertaking studies involving human subjects

1. **Title:**

Tick one : PhD Sponsored project PG/UG dissertation ☐

2. Details of Investigating Team :

	Name & Designation / Qualification	**Dept. Address Tel & Fax no Email**	**Signature**
Investigator			
Research Guide			
Any Others			
Name of sponsor			
Expertise of the investigating team			

3. Type of Study : Epidemiological Basic Sciences Survey ☐

Clinical: Single center Multicentric Behavioral ☐

(b) Data Collection: From Records

Using Questionnaire
(c) Any other, specify:

4. Duration of the study :
Probable date of initiation :
Completion :

5. Pre-clinical studies done, if any :
(in brief)
Publications, if any :

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Note: It is compulsory to provide all the required information, incomplete applications will be rejected.

6. **Study design**

[Brief description of the proposal – Introduction, aim (s) & objectives, justification for study, methodology describing number of subjects, Inclusion / exclusion criteria, dosages of drug, duration of treatment, potential risks & benefits, outcome measures, statistical analysis and whether it is of national significance with rationale. Attach sheet with maximum 500 words. **See page 4 for more details**]

7. Will any advertising be done for recruitment of Subjects?
(posters, flyers, brochure, websites – if so kindly attach a copy)

8. Does the study involve

(a) Anthropometric Measurements : Yes / No
(b) Blood samples : Yes / No
(c) Urine analysis : Yes / No
(d) Lifestyle modification : Yes / No
(e) Other (specify).

If answer is Yes to (b) & (c) mention the tests

9. **Intervention Studies**- Oral

(a) Product evaluation : Yes / No
(b) Dietary : Yes / No
(c) Synthetic : Yes / No
(d) If Yes, is toxicological evaluation carried out.
(e) Known medication : Yes / No

If yes, give a brief summary of dosage, administration, Contra indications (if any)

10. Use of biological/hazardous material : Yes No ☐
(If the answer is Yes, give details)

11. **Consent :** Written Oral i. Subject consent form - enclose

ii. Who will obtain consent ? PI/Co-PI Nurse/Counsellor ☐
Research staff Any other ☐

12. **Risks & Benefits:**

i. Is the risk reasonable compared to the anticipated benefits to subjects / community / country? Yes No ☐

ii. Is there physical / social / psychological risk / discomfort? Yes No iii.Is there a benefit

a) to the subject ? Direct Indirect

b) Benefit to society Direct Indirect ☐ if yes, explain

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13. i. Are the subjects remunerated for their involvement in the research? Yes No ☐ ii. If yes, is this remuneration provided irrespective of their social and economic conditions? iii. Compensation for travel, Specify amount and type:
14. Data Monitoring i. Is there a data & safety monitoring committee ii. Is there a plan for reporting of adverse events? **If Yes,** reporting is done to : Sponsor Ethics Committee
15. Is there any conflict of interest? (financial/non-financial) If Yes, specify :

(Signature, Name & Designation of the Applicant)

Place:

Date:

Checklistforattacheddocuments:

1. Form 1- 1 copy
2. Project proposal – 2 Copies (Form 2 or 4 as applicable)
3. Informed Consent form -1 copy
4. Investigator's brochure for recruiting subjects, if any
5. Advertisements /Information brochures
6. Copy of clinical trial protocol and/or Questionnaire
7. Ph. D Registration confirmation letter
8. Project sanction copy

Note: one copy each of Items 4, 5 & 6 to be attached only if applicable to the study.

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Ethical Policy

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Table of Content

OBJECTIVES

1. Ethical Principles

The research ethics policy of the university represents the principles of appropriate research practice in terms of administration. The rules for ethical assessment in every research activity at Galgotias University are stated out in detail in the ethical research policy. Research integrity with good conduction is the most important feature of research at the institution, which is a key component of long-term research society.With its collaboration with externally funded research as well as stakeholders, Galgotias Institute is dedicated to ensuring the ethical conduct of every research conducted by its employees and students. Our dedication to research places a premium on high quality and professional integrity, and it is the obligation of every member of the university who is involved in research to uphold these standards.

As University researchers, staff members have a responsibility towards society, their professions, as well as the financiers of their study to bear responsibility for their research. Staff and students researching under the guidance, as well as making possible attempts to maximize the value of internal and external investment of funds in their study.

The Program acknowledges and encourages the application of the underlying moral guidelines as:

Prevention by harm:

During the implementation of the research, every faculty member and research student must consider how to safeguard subjects against psychological and physical risk. Subjects should not be used for unnecessary purposes by researchers. In the duration of study, researchers must take several precautions to preserve their physical and mental health.

Participants informed consent:

Participants benefit from the consent form because it reduces the risk of harm. Only if there is a convincing reason for either no or partial consent, complete participant participation is essential. Investigators should get an agreement by providing participants with useful details before they participate in the study to persuade their willingness to participate.The consenting procedure should also indicate how participants of the study will be kept up to date on the study's findings on a routine basis. Before obtaining consent, subjects should be allowed to ask queries concerning their participation in the study. It may be necessary to obtain clearance from subjects at many points during a study where more than one-off research engagement is involved.Consent can be freely provided without using force or compulsion. Subjects must be offered the chance to revoke their permission after consenting to it. Where relevant, investigators should state at what phase in the research, subjects can withdrawal their agreement or ask that their data be destroyed. Participants also will be notified about the steps that have been followed to allow them to withdraw their permission if necessary.

Reducing risk with vulnerable participants:

Some participants, such as small children, sick people, and orphans, should be immediately deemed vulnerable due to their restricted capacity to offer permission to participate in a research study. When including vulnerable individuals in research initiatives, extra precautions and approval protocols must be devised and implemented.

Respect for participants:

Analysts should strive to do a study that is considerate of domestic and international norms and standards, gender differences, all social groupings, and marginalized/disadvantaged groups. Analysts must respect the rights, advantages, and dignity of participants and other study members. Any applicable jurisprudence or regulation must be followed when doing research.

Privacy:

The confidentiality of the data supplied by respondents, as well as an agreement to keep respondents' identities hidden, should be honored. Collecting, processing, and keeping confidential, restricted, and/or private details requires caution. Such information

should be kept safe and secure against illegal access. The utmost caution should be exercised to ensure that human details may only be linked back to persons by intended recipients. All sensitive, confidential, and/or personal data must be disposed of properly by following contractual and legal criteria.

Suitable use of rewards and incentives:

It is Institution policy neither to receive assistance nor financing that it considers to have been acquired illegally, or to chance compromising its position or affecting intellectual integrity or honesty. Involvement in research initiatives should be promoted solely on the basis to make individuals willing to participate, not on the basis of the award, which they cannot deny.

ANIMAL RESEARCH ETHICS POLICY

The organizational committee developed these recommendations in accordance with CPCSEA. Their goal is to give ethical standards for investigators and those who are considering animal studies. When it comes to developing initiatives, evaluating activities, and documenting and posting findings and outcomes, the rules will prove useful.They are however meant to aid in replication for both the research community and the open debate on ethical guidelines on the involvement of animals in scientific research.

Respect for animals' self-respect

Animals' importance as living, sensitive beings must be revered by researchers, regardless of their utility value. When selecting a topic and techniques, as well as publishing their findings, researchers must use caution. Each experimental animal's needs must be met by investigators.

Responsibility for considering choices (Replace)

Investigators are responsible for determining if there are other alternatives to animal studies. Whether the same information can be obtained instead of using lab animals, other

options must be preferred. If no suitable alternatives exist, researchers likely to consider if the study may be postponed until alternative methodologies have been developed. Researcher is required to consider for the lack of alternatives and the requirement to collect information carefully while altering animal trials.

The principle of proportionality: responsibility for considering and balancing suffering and benefit

Investigators must investigate the possibility that lab animals will endure pain or even other forms of misery, and weigh this risk against the study's benefit to animals, human, or the climate. Investigators are capable of determining whether or not the test will benefit animals, human, or the climate. Under both long and short run, the study's potential assistance must be examined, validated, and certain. The requirement to examine the scientific quality of the studies and if the research will have important scientific advantages is also part of the responsibilities.

Ethical Conduct

The Guidelines also acknowledges and encourages the application of the following academic behaviour norms.

Reciprocity:Studies should be conducted with the goal of achieving mutually beneficial results. Both the effectiveness and efficiency of study should guarantee it's of high standard and provides advantages that outweigh any potential danger or damage.

Accessibility:Investigators should try to publish their results in the public interest whenever feasible, as well as via teaching and learning responsibilities within the institution.

Independence: Investigators should not alter their research strategy or conclusions to meet the needs of funders. The notion of academic freedom will be considered when doing studies. Any potential conflicts or preferences that develop must be fully acknowledged prior to receiving ethical approval.

Definite use of research funding: Money (fund) should not be used by investigators. money for reasons not specified in their grant award.

Safe and secure data management:All study materials, comprising visual and physical information, must be kept in a secure and personal environment for a period of five years. Data should always be maintained in a digital form wherever feasible and maintained password secured on an academic server when it is necessary to maintain information for lengthy periods of time.Respondents should be told about how data collected will be maintained and for how longer it would be kept as part of the written consent procedure.

Three Rs:Animals used in studies should attempt to follow the concepts of substitution, minimization, and optimization, as well as the CPCSEA's guidelines.

Ethical bioprospecting:The study of economic natural resource exploitation must be mindful of traditional territories and ideals, as well as appropriate national and/or international treaties.

Conform to the Universal Declaration of Bioethics and Human Rights:Investigators should assist to a set of universal rules that covers all aspects of medical ethics.

SCOPE

All investigators, instructors, and trainees performing study under the Institution's supervision are subject to the Guidelines. Before beginning research, investigators, instructors, and trainees must acquaint themselves with this Guidelines.

The Policy:

a) establishes a framework for the implementation of ethical measures and mechanisms by school research panels;
b) establishes key values that guide a researcher's responsibility of care to study participants, as well as the Institution's obligation to both practitioners and patients;
c) fits within the University's wider framework of scientific rights and principles;
d) is in accordance with relevant ethical procedures and legislative, regulatory, professional body, research council, and local council systems.
e) adheres to the fundamentals of intellectual freedom;

f) includes all aspects of academic and administrative research, as well as conditions supporting the production and clarifying of current information within a formal situation, such as consulting work, and the description and submitting of information within a formal situation, such as professional conduct; and, research findings the acquisition of all types of data and components, such as, for example,physical things, virtual pictures and information collected from digital study.

Ethical Policy

Academic integrity is a code of conduct or an ethical policy of education. Academic discourse refers to the ways of thinking and using the language of upper education. The world is going digital. The ample resources are available free of cost. Taking it in to account, Galgotias University is gearing up with this Academic integrity and ethical policy to orient faculty fraternity and student members towardsacademic integrity in teaching, learning and ethical research. The three broad categories of educational misconduct which have to be considered are:

1.Plagiarism

2.Cheating

3.Conflict of Interest

2. Plagiarism

The commitment to encourage good academic performance and awareness is needs to be extended especially in education. University's broad policy, should be established with appropriate principles. This document sets out the overall expectations of research activities of the University in terms of Academic Integrity.

Plagiarism is defined as a function of oneself found partially or wholly producing or publishing the work of others without their consent Plagiarism is the unapproved usage of raw materials, ideas, statistics, code, data without the prior consent or consent of the first source. This would include the submission of materials, sentences or a puzzle, written by somebody else or previously

published. Few guidelines for authors to understand what constitutes plagiarism samples of fraud include:

1. Reproduction of full partial document ,text data /sentence data from a report, publication or online
2. Reproducing existing published personal content, images, statistics,third-party data, etc.
3. Usage of contents from university notes or material from websites, and including it in their technical work without regard to the first source with or without knowledge.
4. Self-deception that involves copying words from his previously published add the register or conference publications without proper objections.

The resources provided in the beginning of the document explains the way to run the proper references, additional samples of the way to write properly and the way to avoid them.

3. Cheating

Cheating is a prohibited educational behaviour and may be divided into various categories

- Copying during examination , and replicating assignments, term papers or manuscripts. To approve or facilitate the copying, or writing of a report or examination of another person.
- Unauthorized use, copying, copying of unauthorized uses, and buying or materials from a spread of sources.
- Reproducing information and reporting it in thesis and literature as theirs

Below mentioned are some guidelines for educational ethics to prevent negligence and intentional dishonesty:

1. Usage an appropriate method of assessment and computational assignments. Explain accurately and blend data.

2. Carefully record and store basic and secondary data like original images, metal data readings, lab boards, and computer folders. There should be little or no photo / graphic manipulation; the primary version should be saved for later review, if needed to clearly define the changes.
3. Ensure strong re-emergence and statistical analysis and prediction. it is vital to be honest about the tiny print and not leave other data points to make a surprising statistic (often mentioned as "cherry picking").
4. Lab bookmarks should be stored neatly in bound booklets with printed page numbers to enable later viewing at the time of publication or copyright. Date must be displayed on each page.
5. The contents need to be written clearly in own words, it can have inspiration from sources ,but not possibly have cut/copy and paste contents.
6. Citations to the source will solve most of the plagiarismissues, proper citations with rewritten needed contents will make a good choice.

4. Conflict of Interest

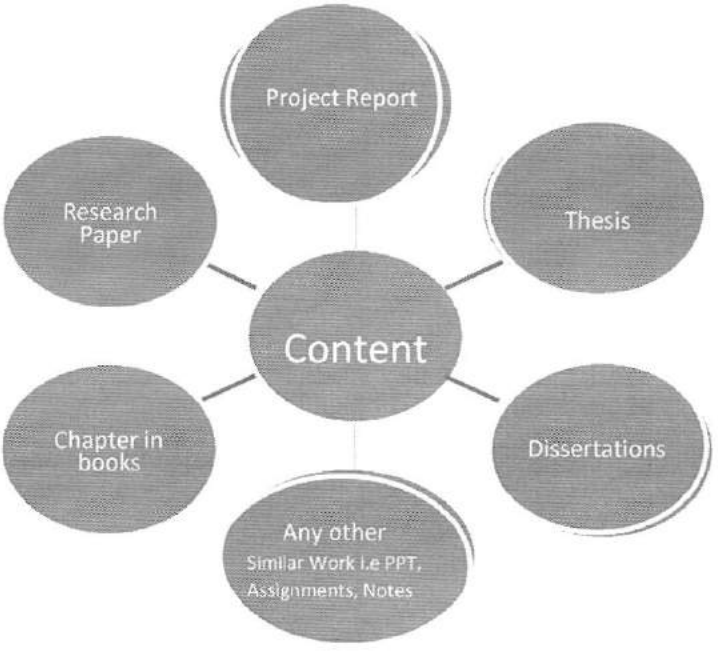
Conflicts of interest within the private interests can provoke inaccessible status, in several professions, as an example, teaching, observation, dissemination, councils, financial inquiry and consultation. It is vitalto form genuine professional independence, impartiality and professionalism, and to avoid impropriety arising out of conflict of interest. Hence certain roles and responsibilities are defined below for the authors to avoid conflict of interest.

Student Role: Before sending a thesis / Project (UG / PG / Ph.d) to the varsity , the scholar is responsible for ensuring that the thesis or Paper and Project and Research is plagiarism free through the any software available which is usually provided by the university. ,Additionally, the scholar must confirm that they are familiar with the University's study guidelines,

Creative Role: the varsity should confirm that the proper procedures are followed within the assessment, compilation of statistics, and activities, which the data is well documented and stored for future reference. additionally, they need to analyse manuscripts and ideas carefully.

The Role of the University: Breach of academic integrity could also be a significant offense with lasting consequences for both the university and this, and this may lead to punishments. for violation of the course which may be warning and / or grade of "F". depending on the severity of the reach. Repeated infringement, if considered bad enough, can cause dismissal. It's also recommended that faculty who have brought any violations to the Dean Research the Vice-Chancellor may appoint a committee to enquire on the matter and recommend appropriate action

Plagiarisms a Serious academic offence Content to be checked necessarily



5. Levels of Plagiarism with respect to UG, PG, Ph.D

Level 0:	Similarities upto**10%**
Level 1:	Similarities more than**10% to 40%**
Level 2:	Similarities more than**40% to 60%**
Level3:	Similarities more than**60%**

6. Penalties in case of Similar Content in Academic and Research Publications

Level	**Similar Contents**	**Penalty for Faculty**	**Penalty for Students UG, PG/Ph.D**
Level 0	Similarities upto10%	Slight Similarities, no fine	Slight Similarities, no fine
Level 1	Similarities more than 10% to 25%	Will be advised to make changes to the paper	Will be advised to call of manuscript and remove the similar and after that re submit
Level 2	Similarities more than 25% to 60%	Shall be asked to withdraw manuscript.	Shall be asked to withdraw manuscript.
		To be attend ethic Workshops 02 related how to remove the Plagiarism.	To be attend ethic Workshops 02 related how to remove the Plagiarism
		For a period of one year, he or she will not be permitted to work as a supervisor.	Project / Thesis will be delay for 06 Months
Level 3	Similarities more than 60%	Will be advised to call of manuscript	Shall be asked to withdraw manuscript.
		To be attend at least 03 workshops on Research Ethics	To be attend at least 05 workshops on Research Ethics
		For a period of two year, he or she will not be permitted to work as a supervisor.	Shall not be allowed to be submit project/ thesis for one Year .

References:

UGC guidelines on plagiarism

IEEE plagiarism

Elsevier

Springer

UGC Reserves

However, according to the regulations,

"UGC retains the right, in collaboration with the Govt of India/ Department of Human Resource Development, to eliminate complexity in the process of applications of these Guidelines," according to the regulations.

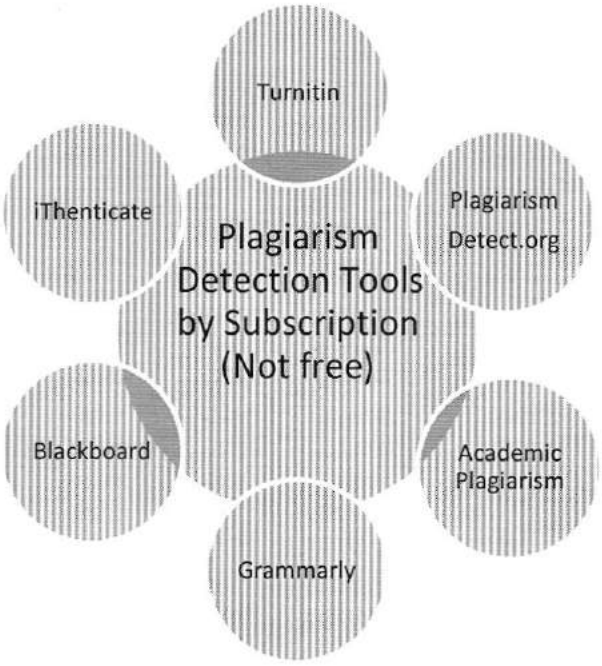
Precaution

- Wherever necessary, provide suitable references.
- Including for pictures, figures, illustrations, charts, and maps, include citations.
- Ensure you reorder/replace a few terms when paraphrasing.
- Before sending a file, double-check the material for authenticity.

7. Plagiarism Detecting Sources

Plagiarism software	Detecting Sources
Turnitin	Premium service journals and publications, as well as vast volumes of online information and submitted earlier articles
iThenticate	Around 60 billion web applications, 155 million material pieces, and 49 million publications from 800 scholarly publications are included in this collection.
Blackboard	Web, ProQuest ABI/Inform collection (approximately 1,100 titles and 2.6 million articles), Blackboard's Worldwide Citation Collection
Grammarly	Detect plagiarism from 16 billion web pages and ProQuest's databases.
PlagiarismDetection.org	There are millions of papers in this database, including (books, paper, essays, articles and assignments)

Plagiarism software by Subscription (Not free)



Access levels:

Administrator	Administrators can create tutors and get use data from their Turnitin profile.
Instructor	The teacher can use this interface to establish courses, projects, students, filter options, and exclude matched sources from the result.
Student	Here, a student can share an item from his assigned class, complete with the original study and filter options.

Subscription at Central Library, Galgtoias University

- Under usage by the Institute since 2020
- One-year subscription
- 100 user access
- Originality Checking alone

Polices for Publications for Faculty Members, Ph.D Research Scholars and PG/UG Students, Galgotias University, India

Research Publication will enhance your personal growth and help you in your annual appraisal and career path. Following are the **Do's and Don'ts** which we must follow while submitting Research Papers:

1. Every Faculty member must publish two research paper during the Academic Session if you are the sole author and three papers if multiple authors are involved.
2. All the papers from Faculty/Research Scholar/ PG/UG Students must be submitted as cc to UCRD office after due plagiarism check. Guides have must be essential & guide must be co - author... before submission
3. The papers which the authors intend , to submit by themselves to Journals, should be first submitted to the UCRD for record. An email mentioning that the author is willing to submit the paper has to be sent to UCRD
4. The first author must be from Galgotias University if publication task is being taken care by Galgotias University through UCRD Department.
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8. In case of Ph.D Research scholars or PG students or UG as one of the authors, then their name must come as First author and supervisor name is second.
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Copy of the above is forwarded to the following for the data and important action:

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3. All the School Deans
4. Dean PG/Ph.d
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