14th Jan 2019

Notice

Constitution of Ethics Commitee

ITM University Gwalior Code of Academic Integrity

1) It is the prime responsibility of individual to distinguish original content from plagiarized work.
2) While the Teachers, Researchers and students are
   a) sending their paper to publish
   b) paper to present in the conference
   c) sending proposals for funding the grant
   d) filing patents
   e) allowing students to submit dissertation /thesis
   f) loading anything on the university website or other relevant website

   they are required to submit the draft to the R & D cell to check their draft by the plagiarism software available with the department alongwith a signed statement that they are aware of the policy of the University and no part of their work (paper, project report, thesis or dissertation, thesis etc) is not copied in any form and it is their own creation.
3) R&D Section will use appropriate sotwares and other mechanism to identify plagiarism.
4) Till the submitted draft is cleared by R&D section of the University it cannot be used for any purpose. Clean documents will be issued certificate by R&D section citing results of scrutiny by relevant softwares. As per UGC requirement all Ph.D. thesis, not applicable to language subjects, will also have to submit at least one copy in English and that research supervisors must also attest to the originality of the work, including that no plagiarism has taken place.
5) University will procure softwares to **detect plagiarism** and other forms of "academic theft". Any other software with the same effectiveness and efficiency may also be approved by Academic Council.
6) As per UGC guidelines the University will submit a soft copy of the M.Phil. dissertation and PhD thesis to the UGC for hosting the same in the digital form maintained by INFLIBNET.

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Procedure for handling alleged Plagiarism

1) Following three member standing committee for detection of plagiarism (consisting of persons understands the subject and who is also aware of the definition of plagiarism) will be formed.

   a) Dean /Coordinator of R & D Cell (Convenor)
   b) Subject expert
   c) VC Nominee

2) The committee will first ascertain the degree of plagiarism. Towards the same the committee of experts should use the best possible software suggested by UGC or National Knowledge Commission for detecting the plagiarism.

3) In case plagiarism is detected the concerned person will be informed and asked to respond within a given time to the allegations against them

4) This committee will then prepare report along with its recommendation to VC to take disciplinary action.

5) Depending on the severity of crime the punishment could be :
   a) Fine or warning
   b) Rustication for limited period or permanent for research/teaching
   c) Withdrawal of degree
   d) Punishment to blacklist guide who has a PhD student with whom plagiarism is detected.
   e) Failure in the course to suspension or expulsion from the University.
   f) freezing of all research grants,
   g) Promotions/annual increments of the offender may be stopped, for a specified period and
   h) Organization may debar the offender from sponsorship of research funding, travel grant, Supervision of Ph.D. students, scholarship, fellowship or any other funded program for a period

Prof. (Dr.) Kamal Kant Dwivedi

Hon'ble Vice Chancellor

ITM University Gwalior

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mail: info@itmuniversity.ac.in, web: www.itmuniversity.ac.in

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Gwalior (M.P)

Minutes of the Meeting

10/01/2020

A meeting of the Research ethics Committee was called on 10th January 2020 to review the functioning and implementation of decisions takes in last meeting . The following Members were present in the meeting

1. Dean Research
2. Dean of Pharmacy
3. Vice-Chancellor's Nominee: Dean Academics

Invited Members:
4. Dean of Agriculture
5. Dean of Sciences

Venue: MG Block Board Room

Agenda :
Review of work done since last meeting and approval of Research ethics policy document

1. Research ethics policy document was presented before the committee and was approved by the committee and was put forth to Hon.VC for final approval.
2. It was also discussed that some FDP or training should be conducted on research ethics in the Month of December 2019 and was approved principally and Dean Pharmacy was given charge of this.
3. Progress reports of Research was submitted by departments and notices were issued to where non compliance of research ethics were found violated.
4. Committee also proposed to purchase a Plagiarism checking software so as to endure research integrity. Dean research was requested to carry it forward.

The meeting ended with thanks to the chair

Dr. Omveer Singh
REGISTRAR
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Gwalior (M.P.)

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Minutes of the Meeting

12/02/2021

A meeting of the Research Ethics Committee was called on 12th February 2021 The following Members were present in the meeting

1. Dean Research
2. Dean of Pharmacy
3. Vice-Chancellor's Nominee: Dean Academics

Invited Members:
4. Dean of Agriculture
5. Dean of Sciences
6. Dean SOET

Venue: JC Bose Block Board Room

Agenda :
Purchase of Turnitin Plagiarism Software and decision on Plag percentage of PG and Ph. D. Thesis and research articles.

The meeting discussed the proposed agenda and following decisions were taken.

1. Quotation of Turnitin Similarity called from Turnitin India were presented by Dean Research before the committee and final decision to purchase the software was takes. The matted was sent for Approval to Hon. Vice Chancellor.
2. Keeping in mind the ethics in research following plagiarism % were decided
   a. PG Thesis : up to 15%
   b. Ph.D. Thesis: Below 10 %
3. It was also decided that no submissions should be allowed if plagiarism % deviated from the above-mentioned values.
4. All the research articles submitted for publication to any Journal or conference should take prior approval from Research cell before submission and should submit a signed Plagiarism repot of the same.

The meeting ended with thanks to the chair

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Dr. Omveer Singh
REGISTRAR
ITM University
Gwalior (M.P.)

ITM

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"CELEBRATING DREAMS"

Ref. No.: iTMU/ VCO/ 2022/19　　　　　　　　　**Date: 21/01/2022**

In pursuance to effectively manage the Research Ethics in the University and ensure its optimal functioning for the benefit in research, the following Research Ethics Committee is hereby constituted for next 3 years:

1. Dean, Research & Development - Chairman
2. **Dean, School of Pharmacy** - Member
3. **Dean, School of Sciences** - Member
4. **Dean, Patents** - Member
5. **Dean, Agriculture** - Member
6. **Dean, Academics** - Member Secretery

The major KRA's of the committee will be -

- **Review & Approve Proposals** – Examine research projects for ethical compliance before granting clearance.
- **Protect IPR** – Safeguard rights, safety, dignity, and confidentiality of human participants and ensure humane treatment of animals.
- **Ensure Compliance** – Enforce adherence to national/international ethical guidelines as per UGC
- **Monitor Research** – Periodically review ongoing projects to ensure ethical standards are maintained.
- **Check Integrity** – Prevent plagiarism, data fabrication, or misconduct in research.
- **Maintain Records** – Document all approvals, meeting minutes, and reports for transparency.
- **Promote Awareness** – Organize sessions on ethical research practices for faculty and scholars.

VC office

By the orders of the Hon'ble Vice Chancellor

Copy to: (for information)
1. PA to Chancellor
2. PA to Pro-Chancellor
3. PA to Vice Chancellor
4. Registrar
5. Concerns
6. Office File

Through Mail

Dr. Omveer Singh
REGISTRAR
ITM University
Gwalior (M.P.)

Date: 10.02.2022

Notice

RESEARCH ETHICS COMMITTEE

A meeting of the Research Ethics Committee is called on with the following agenda to be discussed and approved

1. Implementation of plagiarism detection software for all research submissions.
2. Mandatory research ethics training workshops for new PhD scholars.
3. Approval of guidelines for conflict-of-interest declarations in publications.

Pallavi

Chairman

Research Ethics Committee

Dr. Omveer Singh
REGISTRAR
ITM University
Gwalior (M.P.)

Date 10.02.2022

Minutes of Meeting

Title: Strengthening Research Integrity Practices
Date: 10.02.2022
Venue: Research Ethics Committee Meeting Room
Members Present: Chairperson, Faculty Representatives, Research Coordinators, External Expert

Agenda Items Discussed

1. **Implementation of plagiarism detection software**

   - Decision: All research submissions (theses, dissertations, articles) must be screened.

   - Action: University IT Cell to integrate plagiarism tools by next semester.

2. **Mandatory ethics training workshops for new PhD scholars**

   - Decision: Workshops to be held twice a year.

   - Action: Dean (Research) to design and circulate workshop schedule.

3. **Guidelines for conflict-of-interest declarations in publications**

   - Decision: Researchers must submit a signed declaration along with manuscripts.

   - Action: Research Office to prepare a standard template and circulate.

Resolution: The committee unanimously approved the above decisions.

Chairman
Research Ethics Committee

Dr. Omveer Singh
REGISTRAR
ITM University
Gwalior (M.P.)

Date:21.07.2023

Notice

RESEARCH ETHICS COMMITTEE

A meeting of the Research Ethics Committee is called on with the following agenda to be discussed and approved

1. Review of data privacy and protection measures in ongoing funded projects.
2. Mandatory submission of informed consent forms in all human subject research.
3. Establishment of a committee for monitoring predatory journal publications.

The committee unanimously approved the above agenda items and recommends their implementation with immediate effect.

Pallow

Chairman

Research Ethics Committee

Dr. Omveer Singh
REGISTRAR
ITM University
Gwalior (M.P.)

Date:21.07.2023

Minutes of Meeting

Title: Ensuring Ethical Compliance in Human Subject Research
Date: 21.07.2023
Venue: Research Ethics Committee Meeting Room
Members Present: Chairperson, Faculty Representatives, Medical Expert, Ethics Officer
Agenda Items Discussed

1. **Review of data privacy and protection measures**

   o Decision: All funded projects must comply with GDPR-like data standards.

   o Action: Project leaders to submit compliance reports.

2. **Mandatory informed consent forms in human subject research**

   o Decision: Standardized consent form to be used across departments.

   o Action: Ethics Office to create and distribute templates.

3. **Monitoring predatory journal publications**

   o Decision: Establishment of a monitoring sub-committee.

   o Action: Library and Research Office to maintain a "white-list" of approved journals.

Resolution: The committee endorsed all measures with immediate effect.

Chairman
Research Ethics Committee

Dr. Omveer Singh
REGISTRAR
ITM University
Gwalior (M.P.)

Date:16.02.2024

Notice

RESEARCH ETHICS COMMITTEE

A meeting of the Research Ethics Committee is called on with the following agenda to be discussed and approved

1. Inclusion of AI ethics guidelines in research projects using machine learning.
2. Development of a framework for handling dual-use research responsibly.
3. Regular audit of laboratory safety and data integrity practices.

The committee unanimously approved the above agenda items and recommends their implementation with immediate effect.

Chairman
Research Ethics Committee

Dr. Omveer Singh
REGISTRAR
ITM University
Gwalior (M.P.)

Date:16.02.2024

Minutes of Meeting

Title: Integrating Emerging Ethical Concerns in Research
Date: 16.02.2024
Venue: Research Ethics Committee Meeting Room
Members Present: Chairperson, Faculty Representatives, Technology Expert, External Auditor

Agenda Items Discussed

1. **Inclusion of AI ethics guidelines in ML research**

   - Decision: All AI/ML projects must include an "Ethical Risk Assessment" section.

   - Action: AI Research Cell to prepare guidelines.

2. **Framework for handling dual-use research**

   - Decision: Researchers must identify potential misuse in proposals.

   - Action: Dual-Use Oversight Subcommittee to review projects quarterly.

3. **Regular audit of laboratory safety and data integrity**

   - Decision: Labs to undergo annual audits.

   - Action: Internal Audit Team to prepare audit schedules.

Resolution: The committee approved the framework and directed immediate implementation.

Chairman
Research Ethics Committee

Dr. Omveer Singh
REGISTRAR
ITM University
Gwalior (M.P.)