



# Shobhit

Institute of Engineering & Technology  
Deemed to-be-University


EDUCATION EMPOWERS


Case File No- SU/RO/ACS./R 2019

Sheet No-01

## UNIVERSITY RESEARCH ETHICS POLICY

1. 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 Shobhit Institute of Engineering and Technology (Deemed to-be-University) Meerut, India 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.
2. A proposed University Research Ethics Policy is placed opposite for kind perusal and approval of the competent authority. However, the same will be notified in the next meeting of Academic council accordingly and this supersedes the previous policy on the subject.

  
Dr. Ganesh Bhardwaj  
Offg. Registrar  
01<sup>st</sup> October, 2019

  
1.10.19  
Vice Chancellor  
01/10/2019



  
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## Ethical Policy

### 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 Shobhit Institute of Engineering and Technology (Deemed to-be-University) Meerut, India 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, Shobhit Institute of Engineering and Technology (Deemed to-be University) Meerut, India 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:

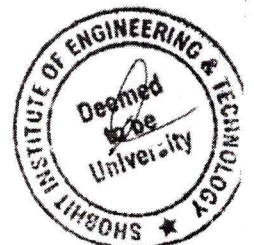
During the implementation of the research, every faculty member and research student must consider how to safeguard subjects against psychological and physical risk. Subjects should not be used for unnecessary purposes by researchers. In the duration of study, researchers must take several precautions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



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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 the 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:**

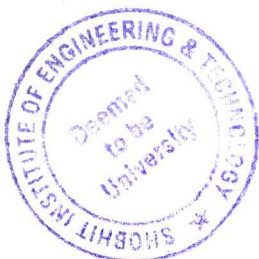
Some participants, such as small children, sick people, and orphans, should be immediately deemed vulnerable due to their restricted capacity to offer permission to participate in a research study. When including vulnerable individuals in research initiatives, extra precautions and approval protocols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

### **Respect for participants:**

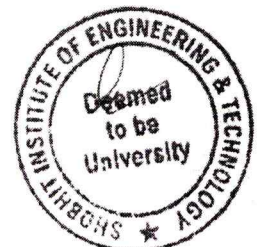
Analysts should strive to do a study that is considerate of domestic and international norms and standards gender differences, all social groupings, and marginalized/disadvantaged groups. Analysts must respect the rights, advantages, and dignity of participants and other study members. Any applicable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



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## 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.

## 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, 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.

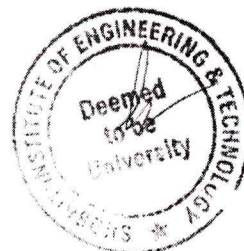
**Independence:** Investigators should not alter their research strategy or conclusions to meet the needs of funders. The notion of academic freedom will be considered when doing studies. Any potential conflicts of preferences that develop must be fully acknowledged prior to receiving ethical approval.

**Definite use of research funding:** Money (fund) should not be used by investigators 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 long it would be kept as part of the written consent procedure.



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**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 right:** Investigators should assist to a set of universal rules that covers all aspects of medical ethics.

### Scope

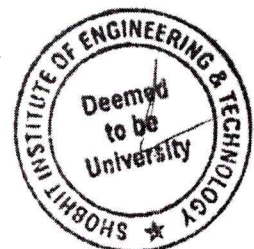
All investigators, instructors, and trainees performing study under the Institution's supervision are subject to the Guidelines. Before beginning research, investigators, instructors, and trainees must acquaint themselves with this Guidelines.

### The Policy:

1. establishes a framework for the implementation of ethical measures and mechanisms by school research panels;
2. 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;
3. fits within the University's wider framework of scientific rights and principles;
4. is in accordance with relevant ethical procedures and legislative, regulatory, professional body, research council, and local council systems.
5. adheres to the fundamentals of intellectual freedom;
6. 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.



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## Ethical Policy- Research Integrity

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 as the world is going digital. The ample resources are available free of cost. Taking it in to account, Shobhit Institute of Engineering and Technology (Deemed to-be-University) Meerut is gearing up with this Academic integrity and ethical policy to orient faculty fraternity and student members towards academic integrity in teaching, learning and ethical research. The three broad categories of educational misconduct which have to be considered are:

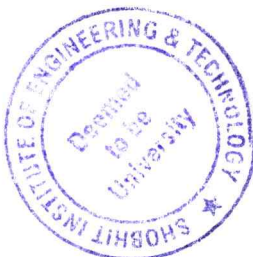
1. Plagiarism
2. Cheating
3. Conflict of Interest

### 2. Plagiarism

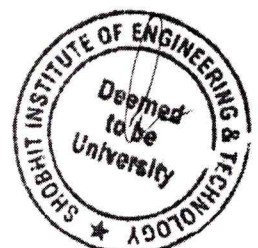
The commitment to encourage good academic performance and awareness is needs to be extended especially in education. University's broad policy, should be established with appropriate principles. This document sets out the overall expectations of research activities of the University in terms of Academic 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.
5. 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.



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### 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").

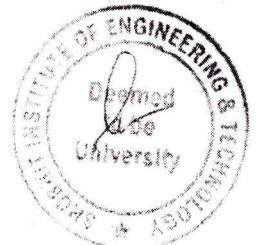
4. Lab bookmarks should be stored neatly in bound booklets with printed page numbers to enable later viewing at the time of publication or copyright. Date must be displayed on each page.

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 plagiarism issues, proper citations with rewritten needed contents will make a good choice.



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#### 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 vital to 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.

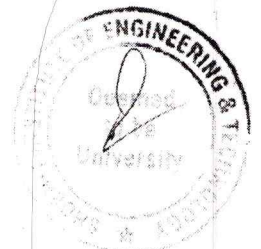
Creative Role: the varsity should confirm that the proper procedures are followed within the assessment compilation of statistics, and activities, which the data is well documented and stored for future reference additionally, they need to analyse manuscripts and ideas carefully. The Role of the University: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

#### 5. Level 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 between 40% to 60%
Level 3	Similarities more than 60%



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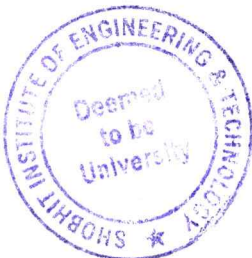





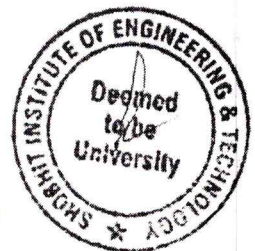
**Polices for Publications for Faculty Members, Ph.D. Research Scholars and PG/UG Students  
Shobhit Institute of Engineering and Technology (Deemed to-be-University), Meerut**

Research Publication will enhance the personal growth and help the faculty in their annual appraisal and career path. Following are the Do's and Don'ts which we must follow while submitting Research Paper.

1. Every Faculty member must publish two research papers during the Academic Session in which he/she will be the sole author and three papers if multiple authors are involved.
2. All the papers from Faculty/Research Scholar/ PG/UC 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 Shobhit Institute of Engineering and Technology (Deemed to-be-University) Meerut, India if publication task is being taken care by Shobhit Institute of Engineering and Technology (Deemed to-be-University) Meerut, India through UCRD Department.
5. The first author must be the person who has contributed the most and not in the order of seniority.
6. The affiliation used should be as "<NAME>, <DESIGNATION Professor/Associate Professor/Assistant Professor/Research Scholar/PG student>. SCHOOL OF <NAME> Shobhit Institute of Engineering and Technology (Deemed to-be-University) Meerut, India
7. Don't uses as Student in Affiliation if student is UG write only student name and affiliation.
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.
9. In UG/PG/Ph.D. student only student and Guide Name will be in the Publication other contributor name can be acknowledgment.
10. The faculty, who are from Shobhit Institute of Engineering and Technology (Deemed to-be-University) Meerut and doing Ph.D. from outside, must mention in their research paper dual affiliation ' Shobhit Institute of Engineering and Technology (Deemed to-be-University) Meerut India ' as well their name of the university from where they are doing Ph.D.



  
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11. Maximum four authors can be there in any Publications; in case of more authors permission from the UCRD office must be sought.
12. University prefers Interdisciplinary Research so faculty member must write one Research paper with inter school.

The Participation in the compliance of the above points is of paramount importance for the betterment and the future of the faculty as well as the University.

Copy of the same will also be forwarded to all the stake holders including Dean Research and Director IQAC.

### Composition of University Research Advisory/Ethics Committee

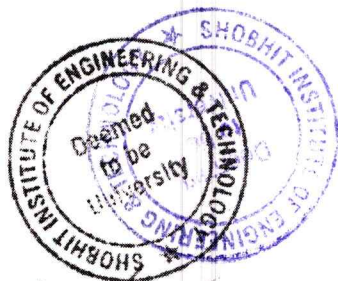
The Research Ethic Committee should be a team of researchers from different disciplines of scientific community. The compositions as follows:

- Vice-Chancellor/ Nominee of the Vice-Chancellor: Chairperson
- Director of the concerned School: Member
- One Professor/Assoc. Professor (other than the Supervisor(s)), having the knowledge of the research area of the candidate: Member
- Internal Supervisor(s): Member
- Two subject-experts (Professors/ Assoc. Professors/ Readers/ Senior Scientists or Member equivalent) from any University/ Institution other than Shobhit University, to be nominated by the Vice-Chancellor from the panel submitted by the concerned Director:

### University Research Ethics Committee Meeting:

The Chairperson RESEARCH ADVISORY/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 minutes of meeting with due approval of chairman, and communicating with all concerned members/participants.

**Remarks:** The University Research Advisory/Ethics committee is also responsible to ensure the proper Ph.D. registration and research procedure as laid down in the University Ordinance and instruction issued by the affiliating authorities from time to time.



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*Approved*  
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1.10.19

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