



Ethical Policy



Galgotias University

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OBJECTIVES

1. Ethical Principles

University's research ethics policy reflects the principles for good research conduct and its governance. The Research Ethics policy sets out in detail the requirements for ethical review for all research activity at Galgotias University. Research integrity and good conduct are a crucial aspect of research at the University and a core part of a sustainable research culture. Galgotias University is committed to ensuring the good conduct of all research undertaken by its staff and students, and through its engagement with external research collaborators and stakeholders. High standards and integrity are of central importance to our commitment to research, and it is the responsibility of all members of staff engaged in research activity to maintain professional standards.

Researchers in the University are duty bound to society, their profession, the University and the funders of their research to accept responsibility for their own research conduct and practice, the activities of staff and students researching under their supervision, and for making best efforts to provide value for public or private funds invested in their research.

The Policy recognises and advocates the use of the following ethical principles:

Prevention of harm:

Academic Staff and Students (Researchers) must seek to protect participants from physical and psychological harm during the research process. Researchers should not make frivolous use of participants. Researchers must also take steps to protect their own physical and psychological well-being during the research process.

Participants' Informed consent:

Informed consent helps to minimise harm to participants. It is necessary to attain full participant consent unless there is a strong rationale for no or partial consent. Consent should be attained by researchers informing participants in advance of all



necessary information expected to influence willingness to take part in the study. The process of gaining consent should also include how the research participants will be regularly informed of the research outcomes. Participants should be given the opportunity to ask questions about their involvement in the study before securing consent. Where the study involves more than a one-off research interaction, it may be necessary to seek approval from participants at more than one juncture of the study. Consent should be given freely without force or coercion. In giving consent, participants retain the right to withdraw this consent. If applicable, researchers should indicate at what point in the study participants can withdraw consent or request data destruction. Participants should also be informed of what measures are in place for consent to be withdrawn if required.

Minimising risk with vulnerable participants:

Some participants should automatically be considered vulnerable because of a limited ability to provide consent to take part in a research project, e.g. young children, people who are ill or bereaved. Extra safeguards and consent procedures must be designed and followed when recruiting vulnerable participants to research projects.

Respect for participants:

Researchers should aim to conduct research that is respectful of: national and international law, gender differences, all groups in society, and, marginalised/disadvantaged groups. Researchers must respect the rights, interests, dignity of participants and related persons in research. Research must be undertaken in accordance with any relevant common law or legislation.

Confidentiality:

The confidentiality of information supplied by research participants and any agreement to grant anonymity to respondents should be respected. Care must be taken with collecting, handling and storing sensitive, classified and/or personal data. Such data should be kept securely and protected from unauthorised access. Particular care should be taken to ensure that human data cannot be linked back to individuals unless by



authorised persons. It is essential that all sensitive, classified and /or personal data are disposed of appropriately in line with legal and funder requirements.

Appropriate use of rewards and incentives:

It is University policy not to accept donations or funding that it judges to be illegally obtained or to risk adversely affecting its reputation or compromising its academic freedom or integrity. Incentivising participation in research projects should only be on the basis of making people want to take part, rather than only taking part because of the reward, or they cannot refuse such rewards.

Ethical Conduct

The Policy also recognises and advocates the use of the following principles relation to academic conduct.

Reciprocity: Research should be based on the creation of outcomes for the common good. Both the design of research and its conduct should ensure integrity, quality and provide benefits that outweigh potential risk or harm.

Accessibility: Researchers should aim wherever possible to disseminate their findings in the public domain and through learning and teaching roles at the University.

Independence: Researchers should not distort research design and/or findings to suit funder requirements. Research shall be undertaken subject to the principle of academic independence. Where any conflicts of interest or partiality arise, these must be clearly stated prior to ethical approval being obtained.

Specified use of research funding: Researchers must not use funding for purposes other than that specified in their grant award.

Safe and secure data management: Steps must be taken to retain all research materials gathered (including physical and visual data), in a safe and confidential space, for a minimum period of five years. Where it is necessary to keep data for long periods of time, data should be stored wherever possible in an electronic format and kept password protected on a University server. Through the informed consent process, participants should be informed about how study data will be managed and how long it will be retained.



Three Rs: Research involving animals research should aim to conform to the principles of replacement, reduction and refinement and should follow the norms of CPCSEA.

Ethical bioprospecting: Researching the commercial use of natural resources must be respectful of indigenous territories and cultures, and take account of relevant National and/or International agreements.

Conform to the Universal Declaration of Bioethics and Human Rights: Researchers should subscribe to universal guidelines covering all issues in the field of bioethics .

SCOPE

The Policy applies to all researchers, supervisors and students conducting research under the auspices of the University. Researchers, supervisors and students must familiarise themselves with this Policy before commencing research. The Policy:

- a) provides a framework for the conduct of ethical procedures and systems for School research committees;
- b) sets out core principles that inform the duty of care a researcher owes to research participants, and the duty that the University owes to both participants and researchers;
- c) sits within the broader framework of research governance and values of the University;
- d) is consistent with research ethics procedures and systems of legislation, government bodies, professional associations, research councils and local authorities.
- e) conforms with the fundamentals of academic freedom;
- f) covers all forms of academic and student research, as well as situations involving the development and interpretation of existing knowledge within a professional setting (i.e. consultancy work) and the interpretation and application of knowledge within a professional setting (i.e. professional practice); and, research involving the capture of all-manner of data and materials, including, for example, physical artefacts, visual/video imagery and data gathered from digital research.



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 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.

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 plagiarism issues, 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 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.

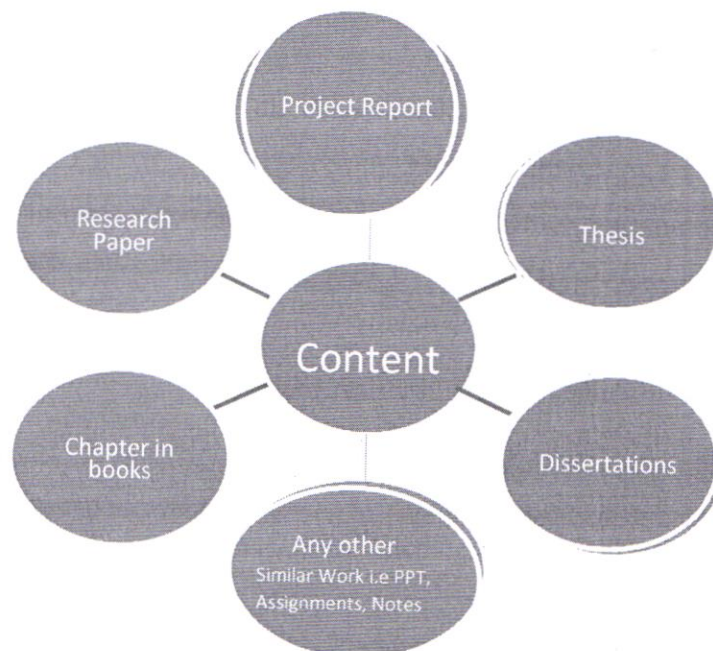
Student Role: Before sending a thesis / Project (UG / PG / Ph.d) to the varsity , the scholar is responsible for ensuring that the thesis or Paper and Project and Research is plagiarism free through the any software available which is usually provided by the university. , Additionally, the scholar must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

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 above 10% to 40%
Level 2:	Similarities above 40% to 60%
Level 3:	Similarities above 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 upto 10%	Minor Similarities, no penalty	Minor Similarities, no penalty
Level 1	Similarities above 10% to 25%	Shall be asked to modify the paper	Shall be asked to withdraw manuscript and remove the similar and after that re submit
Level 2	Similarities above 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
		Shall not be allowed to be a supervisor for a period of one years	Project / Thesis will be delay for 06 Months
Level 3	Similarities above 60%	Shall be asked to withdraw 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
		Shall not be allowed to be a supervisor for a period of two years.	Shall not be allowed to be submit project/ thesis for one Year .



References:

UGC guidelines on plagiarism

IEEE plagiarism

Elsevier

Springer

UGC Reserves

However, implemented the regulations,

“UGC reserves the right to remove difficulty/difficulties in the course of implementations of these Regulations in consultation with the Government of India/ Ministry of Human Resource Development”.

Precaution

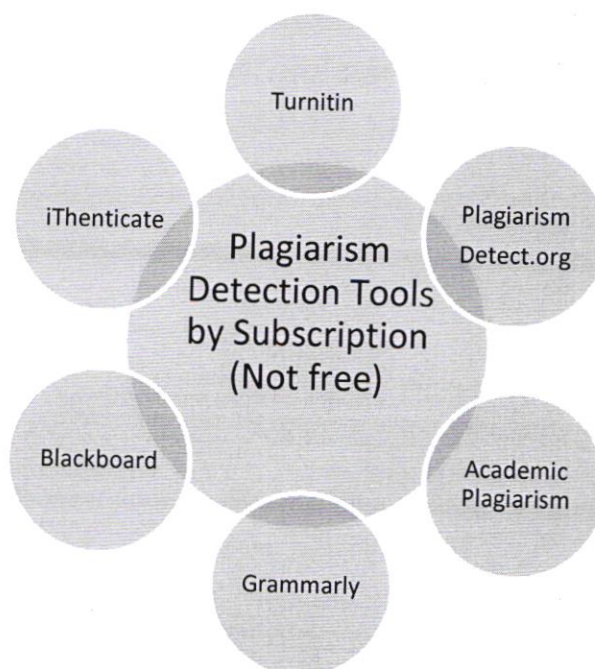
- Provide proper references wherever is required
- Provide references even for a Photographs, Diagrams, Pictures, Graphs, and Maps.
- While paraphrasing make sure you are rearranging/ replacing few words.
- Once check originality of the content before submitting the document

7. Plagiarism Detecting Sources

Plagiarism Tools	Detecting Sources
Turnitin	Vast amounts of web content, previously submitted papers, and subscription-based journals and publications
iThenticate	Database of over 60 billion web pages, 155 million content items, and 49 million works from 800 scholarly publishers
Blackboard	Internet, ProQuest ABI/Inform database with over 1,100 publication titles and about 2.6 million articles, Global Reference Database of Blackboard
Grammarly	Detect plagiarism from 16 billion web pages and ProQuest's databases.
PlagiarismDetection.org	Contains millions of documents like (books, paper, essays, articles and assignments)



Plagiarism Detection Tools by Subscription (Not free)



There are three types of access levels:

Administrator	Administrator can create instructors and download the statistics of usage of the Turnitin account
Instructor	Instructor can create classes, assignments, add students, filter settings, and exclude matching sources in the report.
Student	Student can upload a paper in the assigned class, download originality report, and filter settings



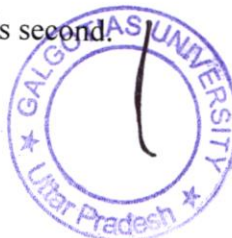
Subscription at Central Library, Galgotias University

- Uses by the Institute since 2020
- One-year subscription
- 100 user access
- Only Originality Checking

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.
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>, Galgotias University, Greater Nodia, UP, India
7. Don't use 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 Galgotias University and doing Ph.D from outside, must mention in their research paper dual affiliation 'Galgotias University' as well their name of the university from where they are doing Ph.d.
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.
13. The publication of COE must

Your Participation in the compliance of the above points is of paramount importance for the betterment and the future of you and Galgotias University.

-Sd-

UCRD

Galgotias University

Copy of the above is forwarded to the following for the information and necessary action:

1. CEO- (for kind information please)
2. Vice Chancellor (for kind information please)
3. All the School Deans
4. Dean PG/Ph.d
5. Research Coordinators
6. Project Coordinators



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 Galgotias University and doing Ph.D from outside, must mention in their research paper dual affiliation 'Galgotias University' as well their name of the university from where they are doing Ph.d.
11. Maximum four authors can be there in any Publications; in case of more authors permission from the UCRD office must be sought.
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