

# SANSKRITI UNIVERSITY

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## Notification

Ref. No. SU/RO/2016-17/001

Date: 29.11.2016

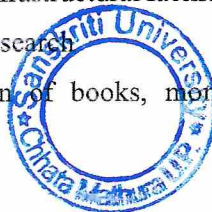
With the prime importance of promoting excellence in research in an ecosystem across the Sanskriti University, Research Promotion Policy has been framed under the regulations & approved by the Academic Council and Executive Council during its First meeting held on 20.10.2016 (A.C.) & 07.11.2016 (E.C.) respectively for the purpose of execution of the same document with effect from the date of notification.

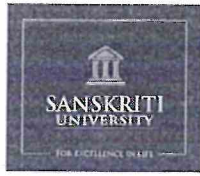
### RESEARCH PROMOTION POLICY

Research and Innovation is considered as the core constituent of higher education. To strengthen the institutional capacity for basic, strategic and applied research a sound research policy is necessary with clear cut objectives. In exercise of the powers conferred under section 29 of Sanskriti University Act, 2016 (UP Act No. 20 of 2016) and the Research Promotion Policy document has been framed to harness the culture of research among faculty and students and to ensure quality, integrity and ethics in research in 2018

#### Objectives

- To encourage faculty, research scholars and students of Sanskriti University to conduct research in emerging areas of science, technology, medical & allied sciences, nursing, pharmacy, education, agriculture and other allied fields
- To establish an integrated and inter-departmental research environment to nurture research culture
- To facilitate collaborative research projects and activities with national and international institutions, industries and other professional bodies
- To encourage research at M.Phil., Ph.D. and Post-Doctoral levels through provisions of research awards and awards
- To motivate faculty and students to publish and to present research papers/ articles at various national and international conferences and seminars by providing appropriate financial grants
- To provide financial & infrastructural facilities to Departments and faculty members in order to facilitate and promote research
- To encourage publication of books, monographs, research papers etc...by providing





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financial assistance

- To bring out exclusive research journals
- To encourage IPRs and start-ups as an outcome of research and development endeavors
- To organize workshops, conferences and seminars
- To file and publish patents having novelty and good commercialization potential

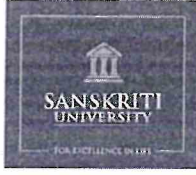
## Establishment of Research and Development Cell

Research and Development Cell shall provide administrative support for research projects and other Research and Development related activities in the University to encourage collaboration with reputed organizations for advancement of science and technology. Research and Development Cell has been established in the University during 2017 as per the decision of the AC with the following composition and responsibilities:

## Composition of Research and Development Cell

Vice-Chancellor	_____	Chairperson
Dean, Research	_____	Convener
Dean, Agriculture	_____	Member
Dean, Education	_____	Member
Dean, Management	_____	Member
Dean, Engineering	_____	Member
Director, Pharmacy	_____	Member
Principal, Nursing	_____	Member
Principal, Ayurveda	_____	Member
Principal, Medical & Allied Sciences	_____	Member
Principal, Basic & Allied Sciences	_____	Member
Registrar	_____	Member Secretary





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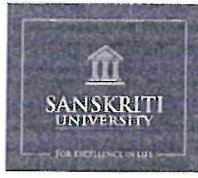
## Role and responsibilities of Research and Development Cell

- To prepare annual research plan, implement and monitor the research activities of the university departments.
- To review the research plans, research projects and other related to research and innovative work submitted by the faculty, research scholar and students.
- To develop networking and collaborative research of university departments with national and or international institutes.
- To achieve the short- and long-term development objectives
- To initiate and improve the Research and Development activities
- To promote faculty to write effective research proposals for funding agencies.
- To provide Guide to research staff in order to raise the standard in academic and research activities
- To promote faculty to organize and participate conferences/STTP/workshops/ Seminars/Training/ FDPs.
- To promote faculty for publication, research contribution and patents.
- To acquaint the students about the booming of technological research and innovations.
- To unfold and paving way to the talents hidden among the students.
- To promote and motivate students to organize and attend conference/workshops/ Seminars/Training
- To coordinate with faculty research committee in execution of research initiatives of University's R&D cell etc.

## Research Incentive Scheme

Faculty who has completed at least one year of service in Sanskriti University, shall be eligible for University sponsored financial assistance toward research paper presentation in any conference/seminar/workshop/ FDPs/ Refresher courses/ Induction Programs organized at State, National or International level. The R&D Cell consisting the concerned School Dean/ Principal/Director/HOD shall scrutinize the proposal may ask the faculty for presentation of the accepted paper. If found fit, shall forward to the Vice Chancellor for his/her approval for financial assistance. The university shall provide the incentives as per the following guidelines:





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S. No.	Types of Conference/Seminar/Symposium	Incentive	Frequency
1.	International (Abroad)	20% by University or maximum upto Rs. 20,000 /-	once in 3 years faculty can avail this facility
2.	International (India)	30% by University or maximum upto Rs. 10,000 /-	every year faculty can avail
3.	National	50% by University or maximum upto Rs. 5,000 /-	every year faculty can avail
4.	FDP	100% by University or maximum upto Rs. 2,000 /-	twice Per year
5.	Patent	Fully supported by the University	All the faculty
6.	Paper Publication	University will provide incentives if papers are indexed in SCOPUS and WoS Journals	Rs. 10,000 /- (For three papers and Rs. 3,500 /- for each paper over and above three papers (applicable only to first author))

## Note

- Faculty will work as reviewer of research papers and member or editor of any referred journal would get appreciation certificate by the Vice Chancellor.
- Any faculty selected for adjunct professor by other recognized government institutions in India and abroad shall get appreciation certificate by the Vice Chancellor.
- Any other activity related to research and development not covered above shall be brought to the notice of Vice Chancellor for suitable recognition.

## Paper Publications

- Everyone has to abide and follow the IP Policy of university
- The university follows a unique Incentive scheme to reward the Faculty for the Research work carried out to impart research culture and to motivate faculty towards new innovations
- A patent is the legal right of an inventor to exclude others from making or using a particular invention. This right is sometimes termed an "intellectual property right" and is viewed as an incentive for innovation





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## INTELLECTUAL PROPERTY RIGHT POLICY

### **Introduction**

Intellectual property right is the legally protected tool in the form of patent, copyright, design, etc. It is the framework to recognize the efforts of the innovator. Sanskriti University aims to protect the original creation of the faculty, staff, research scholars and students. The R & D programmes create intellectual property (IP) in various forms such as patents, know-how, copyrights, designs, instruments, devices, processes, specimens, software and other inventions, which can be commercially exploited to bring considerable socio-economic benefit to the country. Sanskriti University, therefore, encourages the protection and licensing of such IP through initiating Intellectual Property Policy as a strong document, subject to the IPR laws in India and outlines university's policy towards ownership of Intellectual Property.

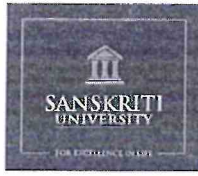
### **Objectives of IPR policy**

- To lay down a fair system which nurtures the innovation and research in areas of medical science, applied science, technology and humanities etc.
- To safeguard the lawful interests of the stakeholders including the faculty members, research scholars, students and other member of the University
- To assert organized and transparent process for ownership, regulation and assignment of IP rights
- To encourage innovative research leading to the generation of new knowledge, ideas and inventions
- To provide faculty members, researchers and students the university assistance in assessing the patentability and commercial potential of their inventions
- To put down a mechanism by which the innovative work created by researchers are to be disseminated to the public through the channels of transfer of technology
- To strengthen the research quality and academic standard

### **Definitions**

The meanings of the terms in this policy are given below:





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- a. **Intellectual property (IP)** used herein broadly means any property generated out of creations of the mind or intellectual effort of the creator, such as inventions; literary and artistic works; designs; and symbols, names and images used in commerce, either having proprietary value or is protected by any statute. IP is protected in law by, for example, patents, copyright and trademarks, which enable people to earn recognition or financial benefit from what they invent or create. By striking the right balance between the interests of innovators and the wider public interest, the IP system aims to foster an environment in which creativity and innovation can flourish.
- b. **Intellectual property Rights (IPR)** means the rights derived from the IP, e.g. patents, industrial designs, copyright, trademark, geographical indications, etc. can be protected legally in an organized and transparent process for ownership.
- c. **Patents** - A patent is an exclusive right granted for an invention. Generally speaking, a patent provides the patent owner with the right to decide how or whether - the invention can be used by others. In exchange for this right, the patent owner makes technical information about the invention publicly available in the published patent document.
- d. **Copyright-** Copyright is a legal term used to describe the rights that creators have over their literary and artistic works. Works covered by copyright range from books, music, paintings, sculpture and films, to computer programs, databases, advertisements, maps and technical drawings.
- e. **Trademark** - A trademark is a sign capable of distinguishing the goods or services of one enterprise from those of other enterprises. Trademarks date back to ancient times when artisans used to put their signature or "mark" on their products.
- f. **Industrial Designs-** An industrial design constitutes the ornamental or aesthetic aspect of an article. A design may consist of three-dimensional features, such as the shape or surface of an article, or of two-dimensional features, such as patterns, lines or color.
- g. **Geographical Indications** - Geographical indications and appellations of origin are signs used on goods that have a specific geographical origin and possess qualities, a reputation or characteristics that are essentially attributable to that place of origin. Most commonly, a geographical indication includes the name of the place of origin of the goods.
- h. **Plant Variety-** It is governed by the Protection of Plant Variety and Farmers Rights Act, 2001. It recognizes the contributions of both commercial plant breeders and farmers in plant breeding activity and also supports the specific socio-economic interests of all the stakeholders including private, public sectors and research institutions, as well as resource constrained farmers.





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- i. **Collaborative Activity-** Is the research undertaken by the personnel in academic institution, in cooperation with industry and/or another researcher(s), who are not the personnel from the academic institution.
- j. **Creator-** Means the researcher who contributed to the creation of the Intellectual Property (IP) (essentially copyrights, designs, etc.).
- k. **External Partners-** Includes Government of India, State Government(s), Local Self-Governments, Government Departments, Foreign Governments, International Organizations, Public Sector Undertakings (PSUs), all types of Private Sector Organizations, Multinational Corporations, Non-Governmental Organizations, and/or other institutions that provide research projects or consultancy assignments to researchers on regular or irregular basis; or any combination(s) of the above.
- l. **Researcher-** Persons employed by the University, including faculty, staff, research scholars and students who use the resources of the university and perform any research task or participate in any research project(s) administered by the university including those funded by external sponsors.

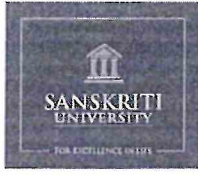
## Scope & Applicability of the IPR Policy

This IPR Policy regulate the ownership, distribution, and commercial development of technology by the University faculty, staff members, and students, other partaking organizations and Government funding Agencies in the programs taken up by the University. This document will equally be applicable for the research works carried out by the University with other organizations at their Premises. Moreover, it covers Technology Transfer Policy and the incentives for the inventors.

## Ownership of IP

University shall seek to protect all IP generated by its faculty members, staff, research scholar and students as part of their obligation to the university. This is however subject to conditions that in the case of sponsored or collaborative research the specific provisions relating to IPR made in contracts governing the collaborative /sponsored activity shall determine the ownership of IP. Usually where there has been external funding of any project, the IP generated from such a project shall be jointly owned by the University, creator of IP and the funding agency which has provided funding under a specific agreement with the University. The right to ownership may be retained by the creator of the intellectual property.





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## Technology Transfer

The commercial exploitation of IP shall be done through the transfer of technology agreement or by licensing, which can be exclusive, non-exclusive or sole, including the revenue sharing clauses. In case of commercialization of IP, on the recommendation of IPR Cell, the university shall enter into revenue sharing agreement. The revenue earned through commercialization of IP shall be shared reasonably between the inventor and the university.

## Dispute resolution

In the circumstances of any dispute, the inventor or any aggrieved person may appeal to the IPR Cell. All efforts shall be made to address the issue of the aggrieved party. The decision of the IPR Cell shall be considered final and binding.

## Regulation of IPR Policy

The IPR Policy shall be regulated by the University through the IPR Cell. In case of any issues relating to the interpretation of this policy, the IPR Cell is solely responsible to interpret. IPR Cell is responsible for the effective application of the policy in the university. It can also recommend any changes which is required in the policy to the chancellor of the university, who shall consider such changes/recommendations.

## Revenue sharing

The University and Inventors/researchers, all share in the revenue earned from the licensing of patents for their inventions. Under the Current Policy the net earnings from the commercialization of IP owned by Sanskriti University would be shared as follow:

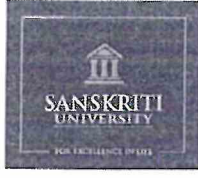
Sr. No.	Net earnings	Inventor(s)	Sanskriti University (Share)
1	For the first amount 'X'	60%	40%
2	For the Next amount 'X'	50%	50%
3	For amount more than 'X'	40%	60%

## Liability in case of contravention of IPR

In the event of any contravention of IP rights by faculty, staff or collaborator the university will not be liable for any claim or civil suit or criminal action initiated by the third party.





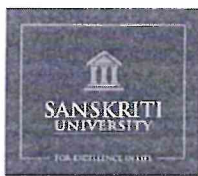


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### **Jurisdiction**

All agreements signed by the university and dispute arising there shall be subject to the jurisdiction of District Court of Lucknow and shall be governed by appropriate laws of India.





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## OPERATING GUIDELINES OF IPR POLICY

Sanskriti University aims to impart futuristic and high quality technical, management and medical education to the young and talented Indian and International students. We strive to become the front runner in the field of education in india by attracting and nurturing the best talent and providing them a platform where they can strengthen and grow their core competencies and build their career as world class professionals.

Every member of our university wishes to enjoy diverse opportunity for personal intellectual and professional growth learning and working at Sanskriti University will foster quick, well-rounded minds, well-equipped to succeed in our fast-changing world.

There shall be an Intellectual Property Cell (IPC) for the management of the intellectual property in which the Sanskriti University has stake/share, technology transfer activities and for the implementation of the IP Policy. Particular attention shall be paid by the IPC to the preservation of intellectual property, management, budget, division of intellectual property income and the resolution of disputes.

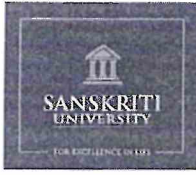
**The IPR Committee for approval for patent filing would consist of:**

S. No.	Position	Member (IPR)
1	Vice Chancellor	Chairperson
2	Dean, Research	Convener
3	HODs (Two) Nominated by Vice Chancellor	Members
4	Associate Professors (Two) Nominated by Vice Chancellor	Member
5	Registrar	Member Secretary

### **Responsibilities of IPR Cell**

- IPR Cell has responsibility of framing of IP policy and amendments from time to time.
- The IPR Cell has responsibility of filing, maintaining and monitoring of patents.
- The IPR Cell shall bring coordination between attorneys, inventor, and Sanskriti University authorities.





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- IPR Cell is responsible for advising, drafting and monitoring of all IP related MoUs of Sanskriti University.
- The IPR Cell shall strive to promote awareness of IP rights in the Sanskriti University.
- The Cell shall identify specific industries and direct marketing of these technologies and promote advertising in-house technologies of Sanskriti University via electronic media / newspapers and magazines.
- The IPR shall conduct workshops/seminars/conferences at national and international level based on IPR.
- The Cell shall administer the transfer of all technologies developed at Sanskriti University. IPR Cell will submit periodically reports on IP assets and current status to Vice Chancellor and the Board of Management of the University for Consideration and advice.

## **Application Procedure**

Every application relating to Intellectual Property shall be forwarded to IPR Cell through the Dean/Head of the respective school.

## **Record Keeping**

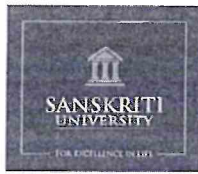
All data and details generated should be systematically recorded in the concerned School with particular reference the following:

- a) No abbreviations or terms, except their use is a standard practice in that particular discipline, should be used, unless clearly explained in a table at the front or back of the book.
- b) Crucial data or descriptions or experiments, which relate to valuable inventions or discoveries should be signed and sated by the creator, supervisor, or coordinator of the project.
- c) Modifications, if any, should be made by drawing a line through the deleted matter and writing cancelled beside it. The corrected data (clearly marked as such) should be entered immediately below, authenticated by the creator with his/her initials and date.
- d) Samples of new products by a new method should be preserved, if possible, and photographed for the record. All photographs should be dated and signed by the creator on the reverse.

## **When Should Faculty Approach IPR Cell to Discuss a Possible Patent?**

Any faculty, who believes to be in possession of a potential intellectual property generated while in service of the University may approach and set up discussions with the IPR Cell at any





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mutually convenient time. In any case, the chosen time for discussion should be sufficiently in advance of maturation of the idea into a process or product. When the invention is only at the conception stage, it is still possible to file a provisional specification, which has to be followed up with a complete specification within 12 months. If it is not done, the patent application is deemed to have been abandoned. On the other hand, if the inventor has at his hand an inventive product, which can be marketed immediately, then complete specification can be lodged straightaway.

## **Evaluation of Patent/Copyright applications**

The IPR Cell may seek help of professors as domain experts to preliminarily evaluate the proposals for the prima-facie patentability. The domain experts would be required to enter into a Non-Disclosure Agreement.

The inventors may be requested, if necessary, to make a presentation of their case before the IPR Cell. In case the Cell recommends for filing of patents, the IPR Cell will process the application through one of the approved attorneys from the panel maintained at the IPR Cell.

## **Assistance in Filing**

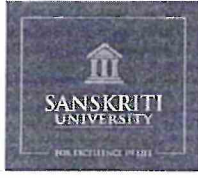
Once the IPR Cell approves protecting the Intellectual output, a patent Attorney shall be identified by the Cell for drafting the IP application. The following aspects need to receive attention:

- Adequate information is to be given to the Attorney to enable him prepare a draft claim.
- In order to ensure good protection, it is necessary that the attorney understands the invention.
- A good patent specification should have synergetic efforts of the inventor and the patent attorney.

## **Filing of Applications for IPR and Support**

- All applications for IPR shall be filed by the Registrar in the name of the University as owner of the IPR. Inventor's name will be filled in the application at appropriate places. Inventors will assign the exclusive right of ownership to the University in order to facilitate file, secure and commercialize the IPRs without any encumbrance.
- The IPR Cell would meet the expenses i.e. the statutory fee and patent attorney's fee, for processing the patent applications.



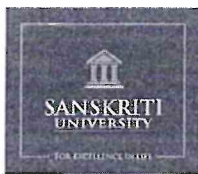


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- If an inventor decides to withdraw the application for a patent at some mid-stage of processing, prior approval of the IPR Cell is required.





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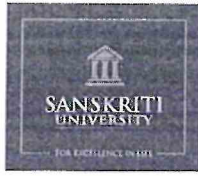
## RESEARCH ETHICS POLICY

Research Ethics govern the standards to conduct research in scientific manner. These focus the ethical acceptability of research before participants can be enrolled in a study. In addition, it examines certain domains related to financial aspects, scientific aspects, clinical aspects, chemical, animal and bio ethics pertaining to protect dignity, rights, safety and well-being of all participants throughout potential research. The norms such as knowledge truth, avoidance of error etc. promote the aims of research. Prohibition against fabricating falsifying or miss presenting research data promote the truth and minimize error. The propose of a code of ethics is to establish a set of standards, guide decision making, enhance reputation, encourage accountability, foster a positive work environment and promote continues improvement in ethical behavior related to research endeavors. Research ethics provide a frame work to ensure that research is conducted properly with respect for humans and others subjects involved by following established moral principals human and professional standards.

Research Ethics adhere to the following considerations in a logical manner with moral principles:

- I. Obtaining informed consent from research participant
- II. Minimizing/no risk of harm to participants at any cost
- III. Protecting their anonymity & confidentiality
- IV. Avoiding using deceptive practices
- V. Giving participants the right
- VI. Not compelling participants to give information without willingness/consent
- VII. Maintaining social and clinical values
- VIII. Respecting for potential and enrolled subject
- IX. Selecting fair subject with justice
- X. Using independent review
- XI. Using fair and justified research methodology
- XII. Striving for honesty in scientific communication report writing data collection methods and processors result preparation and publication status
- XIII. Avoiding falsification, fabrication, miss presentation of data and plagiarism





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## UNIVERSITY RESEARCH ETHICS COMMITTEE (UREC)

UREC provide independent, competent and timely review of the ethics of proposed studies before the commencement of the same and regularly monitor the ongoing studies.

UREC of Sanskriti University will review and approve all research proposals involving human participants with a view to safeguard the dignity, rights, safety and well being of research participants irrespective of the source of funding. The goals of research, however important, should never be permitted to override the health and well being of the research subjects.

The UREC will ensure that all the cardinal principles of research ethics viz autonomy, beneficence, non-maleficence and justice are taken care of in planning, conduct and reporting of a proposed study. It will look into the aspects of informed consent process, risk benefit ratio, distribution of burden/benefit and provisions for appropriate compensations wherever required. It will review the proposals before start of the study as well as monitor the research throughout the study until and after completion of the study through periodic reports, final report and site visits etc. The committee will also ensure compliance with all regulatory requirements, applicable guidelines and laws.

### **Membership Duration and Responsibilities**

1. The duration of the membership will be 3 year
2. There will be no bar on the members serving for more than one turn but it is desirable to have around one third fresh members
3. A member can be replaced in the event of long term non-availability. Authority to replace the member shall be with the Dean, Research.
4. Members should maintain confidentiality of all discussion.

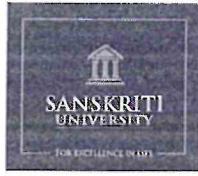
### **Quorum Requirements**

A minimum of 5 members including at least three outside members is required for quorum. All decisions should be taken in meetings and not by circulation of project proposals.

### **Conduct of the Meeting**

The Chairperson will conduct all meetings of the UREC. If for reasons beyond control, the Chairperson is not available, an alternate Chairperson will be elected by the members present from among themselves. The Member Secretary will be responsible for organizing the meetings,





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maintaining the records and communicating with all concerned, He/she will prepare the rates of the meetings and get them approved by the Chairperson before communicating to the PI.

## Review Procedure

1. Meetings of UREC shall be held on scheduled intervals as prescribed (once in 3 months; for which the dates will be decided at the end of previous meeting) Additional meetings will be held as and when necessary.
2. The proposals will be sent to members at least 2 weeks in advance.
3. Decision will be taken by consultants after discussions, and voting will be done if necessary.
4. PI should be available during the meeting and may be invited to offer clarifications.
5. Independent consultants/Experts may be invited to offer their opinion on specific arch proposals.
6. The decisions of the meeting shall be recorded in the minutes book and shall be filed during the next meeting with signature of Chairperson at each page.

## Independent Consultants

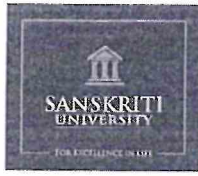
UREC may call upon subject experts as consultants for review of selected research protocols, these experts may be specialists in ethical or legal aspects, specific diseases or methodologies, or represent specific communities, patient groups or special interest group's patients, HIV/AIDS patient persons or ethnic minorities. They will not take part in the decision making process.

## Element of Review

1. Scientific design and conduct of the study.
2. Approval of scientific review committee and regulatory agencies.
3. Assessment of predictable risks/harms and potential benefits.
4. Procedure for selection of subjects including inclusion/exclusion, withdrawal criteria and other issues like sample size and advertisement details.
5. Management of research related injuries, adverse events and compensation provisions.
6. Availability of products to the trial subjects after the study, if applicable.
7. Patient Information sheet and informed consent form in English/Hindi and local language.
8. Protection of privacy and confidentiality of subjects.
9. Involvement of the community, wherever necessary.
10. Protocol and Performance of the study including the consent form.







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11. Plans for data analysis and reporting.
12. Adherence to all regulatory requirements and applicable guidelines.
13. Competence of investigators, research and supporting staff.
14. Facilities and infrastructure.

## **Expedited Review**

Proposals which are recommended for minor revisions will be reviewed by a sub committee appointed by the EC for clearance and approved by the Chairperson. The approvals will be reported in the next UREC meeting by Member Secretary. The revised forms of proposals requiring major changes will be reviewed at the next ethics committee meeting. Rejected proposals may be reconsidered only if a very strong background is there.

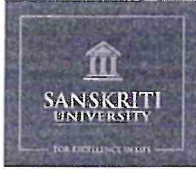
## **Decisions Making**

1. A member shall withdraw from the meeting during the decision procedure concerning an application where a conflict of interest scores. This shall be indicated to the chairperson prior to the review of the application and recorded in the minutes.
2. Only members will make the decision. The decisions shall be taken in the absence of Investigators, representatives of sponsors, consultants.
3. Decision may be to approve reject revise the proposals. Specific suggestions for modifications and reasons for rejection should be given.
4. Revised proposals may be subjected to an expedited review.
5. All approved proposals will be subject to the following standard conditions. Additional conditions may be added by the UREC.
  - i. PI should submit annual report of the ongoing project on format presented by the Institute, to the UREC.
  - ii. The final report of the completed study should be submitted by PI.
  - iii. The PI should highlight the changes in the protocol/brochures/informed consent form etc. being amended from the previous documents while submitting amended documents to UREC.

## **Communicating the Decision**

1. Decision will be communicated to PI by the Member Secretary in writing.
2. Suggestions for modifications and reasons for rejection shall be communicated to the PI.





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## Follow up Procedures

1. Annual report should be submitted by the PI prescribed format along with comments.
2. Final report should be submitted at the end of study on prescribed format including a copy of the report which has been sent to sponsoring agency.
3. Protocol deviation if any, should be informed with adequate justifications.
4. Any amendment to the protocol should be submitted for approval.
5. Any new information related to the study should be communicated to UREC.
6. Premature termination of stay should be notified with reasons along with summary of the data obtained so far.
7. Change of investigator should be done with the approval of UREC.

## Record Keeping and Archiving

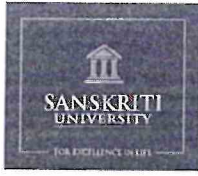
1. Curriculum Vitae (CV) of all members of UREC.
2. Minutes of all meetings duly signed by the Chairperson. Copy of all correspondence with members, researchers and other regulatory bodies.
3. Copy of existing relevant national and international guidelines on research ethics and laws along with amendments.
4. All study related documents should be archived for minimum of ten years after the completion of study. A copy of filed CRF shall remain with the PI for minimum of fifteen years.
5. Final report of the approved projects.

## Stated Code of Ethics

- Conscientiousness
- Openness
- Transparency
- Fairness and Integrity
- Objectivity
- Responsibility
- Independence
- Reliability
- Courage
- Concern
- Confidentiality



**Conscientiousness** in portraying the objectives and intentions of planned or ongoing research,



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outlining research methods and procedures, interpreting the results, and communicating information about possible threats and well-substantiated predictions regarding benefits and possible applications.

**Openness** in discussing one's own research with other researchers, which is one of the key conditions for advances in science and contributes to the accumulation of knowledge through the publication of research results, as well as in communicating this knowledge honestly to the public.

**Transparency** in documenting research, ensuring data availability after the research results is published.

**Fairness and Integrity** in evaluating the merits and ethical aspects of the work of other researchers and in reviewing and recognizing the scientific achievements of those to whom such recognition is truly due, by properly citing sources and honestly recognizing their contributions to scientific achievements

**Objectivity** interpretations and conclusions must be based exclusively on facts, verifiable reasoning, and data that can be confirmed by others.

**Responsibility** towards the subjects of research; studies involving human or animal subjects can only be carried out when this is necessary and with respect for human dignity and animal rights, on the basis of approval issued by the relevant ethics committees, including bioethics committees. Also, researcher's responsibility for the socioeconomic and environmental consequences of the conclusions are formulated and considered.

**Independence** from external influences over the conduct of research, with respect to both those who commission studies or expert opinions, and to political, ideological, religious, or economic pressure groups.

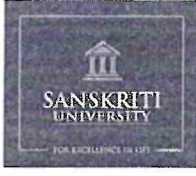
**Reliability** in conducting research, a critical approach towards the results, meticulousness, attention to detail, and care in the presentation of research findings.

**Courage** to oppose views contrary to scientific knowledge and practices incompatible with the principles of research integrity.

**Concern** for future generations of researchers, manifested not only in respect for coworkers, their fair treatment, and support for their scientific development, but also in the communication of binding standards and ethical norms.

**Confidentiality** relating to the extent to which the researcher protects the participant's private information/Privacy.





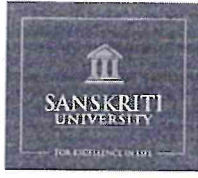
# SANSKRITI UNIVERSITY

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## Composition of University Research Ethics Committee:

S. No.	Name	Position in Committee
1	Vice Chancellor	Chairperson
2	Dean, Research	Convener
3	Basic Medical Scientist	Member
4	Bio-technology	Member
5	Legal Expert	Member
6	Social Scientist/ NGO	Member
7	Educationist from the community	Member
8	Ex-officer from Industry	Member
9	HOD (Selected by Dean Research)	Member Secretary





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## SEED MONEY SCHEME (POLICY AND PROCEDURE)

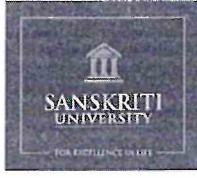
### **Introduction**

Sanskriti University encourages its faculty members to involve in research and innovation, activities to nurture research culture and promote research practices with emerging issues by which they will be confident and competent enough to translate their research capabilities into major research projects to avail funding from external agencies (either government or private sources). It is expected that the faculty members will be simultaneously involved to increase the IP wealth of the university in the form of publications, patents and copyright, etc. using research findings for the ultimate users. With this background, the University introduced Seed Money Grant Scheme in the year 2018 to facilitate and support research projects to be carried out objectively and systematically in line of university's vision statement. Research is a systematic, exhaustive and intensive investigation and study of a topic, often employing hypothesis and experimentation, to discover new knowledge, facts, theories, principles, and laws as solutions to the problems. Being a comprehensive and multi-disciplinary University, Sanskriti University embraces the journey like research and innovation in a symbiotic ecosystem across the schools using the state-of-the-art laboratory facilities, good stock of digitalized library materials, resource centers and world-class educational practices.

### **Objectives**

- To motivate the faculty members with financial assistance to be engaged in research activities to discover the solutions for immediate problems
- To attract and retain research intellect among faculty members
- To increase generation of IP product/process development
- To promote faculty members for developing and sharpening research capabilities through this platform of Seed Money Scheme of the university to accelerate the possibility of applying high value projects from external agencies in the future
- To encourage inter-disciplinary collaborative research
- To develop proof of concept or prototype for a novel research idea
- To disseminate research findings by organizing workshops/conferences/ seminars





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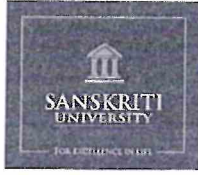
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## Guidelines and Procedure

- All full-time faculty with Ph.D. Degree serving atleast one year in Sanskriti University, are eligible to apply for seed money assistance.
- Faculty member's project proposal must be in line with research on thrust areas of the university.
- Faculty needs to submit research project proposal to the R & D Cell in the prescribed Proforma (Annexure-I) for review and final approval by the competent authority.
- Sanction letter shall be issued to the Principal Investigator (PI).
- The duration of the project shall be for two years during which the PI has to complete all the formalities up to submission of report.
- Seed Money Grant shall not exceed a maximum of Rs. 5,00,000/-
- Second year grant will be sanctioned only after submission of the First year progress report.
- PI needs to file the patents, publications and copyrights, etc. as IP wealth and enhancing image of the university.
- All expenses related to Seed Money Grant shall be maintained in a separate file as per the university statutory laws and taxes.
- The periodic progress report of the research project will be submitted by PI to R & D Cell (Annexure-II).
- All items procured under Seed Money Grant Scheme shall be the property of the university.
- After completion of the project, a final report must be prepared and submitted to Dean, Research within the prescribed time limit (Annexure-III).
- All the bills shall be submitted to Accounts Department.
- Seed Money Grant Utilization Certificate needs to be submitted to R & D Cell (Annexure-IV).
- Any unutilized amount needs to be deposited back to the Accounts Department.

By virtue of Seed Money Grant Scheme, a viable ecosystem can be created to carry out Individual or inter-disciplinary collaborative research across the university by engaging researchers consistently and pro-actively for ultimate solutions of national importance.

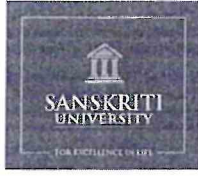




**Format for Research Proposal (Not more than 2000 words)**

1	Name of Principal Investigator:
2	Employee ID:
3	Department /Schools:
4	Date of Joining:
5	Research Experience (in year):
6	Name of Co-PI (if any):
7	Employee ID:
8	Department /Schools:
9	Date of Joining:
10	Research Experience (in year):
11	Title of the Research proposal :
12	A) Aims:  B) Objectives : a. b. c.
13	Background study and Rationale (not more than 250 words)
14	Literature Review (National and International Status) (not more than 250 words)





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15	Description of the project (not more than 500 words)
16	Envisaged Outcomes and deliverables (not more than 100 words) a. b. c.
17	Explain Reasons on How can Department and Faculty/ be benefitted from the proposed Research (not more than 100 words)
18	Proposed budget (Total) a. Recurring b. Non - Recurring
19	Project Timeline

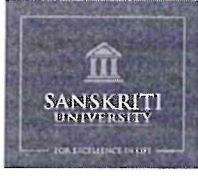
**Declaration:** I hereby declare that the particulars mentioned above are true to the best of my knowledge . I am aware that if any of the information is found falls, my application may be disqualified. I have read the policy and procedures for Seed Money Grant and agree to all the rules mentioned therein.

Signature:

Date:







# SANSKRITI UNIVERSITY

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**Decision of the Review Committee**

**Reviewer 1**

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**Reviewer 2**

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.....

**Remarks of Dean, Research**

.....

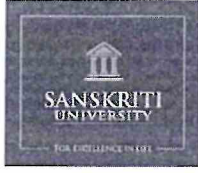
**Signature & Seal**

**Remarks of Vice Chancellor**

.....

**Signature & Seal**





**Progress Report (I/II/III/IV)**

- 1) Name of Principal Investigator:
- 2) Name of Co-Principal Investigators (if any):
- 3) Title of the Project:
- 4) Project Start Date:
- 5) Duration of Project:
- 6) Total Sanctioned Cost of the Project:
- 7) Total Expenditure:
- 8) Details of work carried out & outcomes:
- 9) Details of Expenses:

Sr. No.	Item	Bill No.	Date	Amount

\_\_\_\_\_  
Signature of Principal Investigator

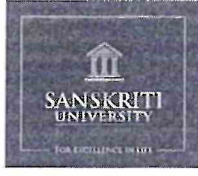
\_\_\_\_\_  
Signature of Dean/ HOD

Reviewer Remarks  
.....

Remarks of Dean, Research  
.....

Overall Remarks of Vice Chancellor  
.....





**Project Completion Report**

- 1) Name of Principal Investigator:
- 2) Name of Co-Principal Investigators (if any):
- 3) Title of the Project:
- 4) Project Start Date and End Date:
- 5) Duration of Project:
- 6) Total Sanctioned Cost of the Project:
- 7) Total Expenditure:
- 8) Summary Report:
- 9) Specific benefits/Outcomes:
- 10) Final Project Expenses details:

Sr. No.	Item	Bill No.	Date	Amount

\_\_\_\_\_  
Signature of Principal Investigator

\_\_\_\_\_  
Signature of Dean/ HOD

Reviewer Remarks

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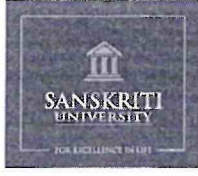
Remarks of Dean, Research

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Overall Remarks of Vice Chancellor

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# SANSKRITI UNIVERSITY

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Annexure -IV

## Seed Grant Utilization Certificate

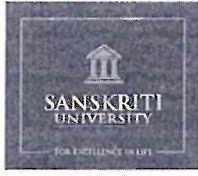
- 1) Name of Principal Investigator:
- 2) Title of the Project:
- 3) Project Start Date and End Date:
- 4) Duration of Project:
- 5) Total Sanctioned Amount:
- 6) Total Released Amount:

Sr. No.	Item	Amount
1	Recurring	
2	Non Recurring	

\_\_\_\_\_  
Signature of Principal Investigator

\_\_\_\_\_  
Signature of Finance Officer





# SANSKRITI UNIVERSITY

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## RESEARCH ADVISORY COMMITTEE

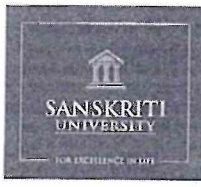
### Composition of Research Advisory Committee

Vice-Chancellor	_____	Chairperson
Dean, Research	_____	Convener
Dean, Agriculture	_____	Member
Dean, Education	_____	Member
Dean, Management	_____	Member
Principal, Nursing	_____	Member
Principal, Ayurveda	_____	Member
Professor (Four Experts-Agriculture, Nursing, Education, Pharmacy) nominated by the Vice Chancellor	_____	Members
Registrar	_____	Member Secretary

### Role and responsibilities of Research Advisory Committee

- To review the proposed research & extension projects on an annual cycle and off-cycle request.
- To provide recommendation on proposed projects & center researches.
- To evaluate the research proposal & minor, major projects.
- To shortlist the candidates for funding proposals.
- To render advice & guidance for future growth on research related issues to the top management.
- To provide practical assistance, guidance & support in certain business areas where consulting clients pay fees based on management services.
- To help highlight strengths & resolve the limitation in the specific field.
- To evaluate & further guidance after presentation of the progress of research scholar once in six months etc.
- To advise support & promote the department implementation review & dissemination of all research activities the university.





## **Policy on Consultancy & Research Projects**

### **1. Policy Statement**

The policy on Consultancy & Research Projects is framed to contain the rules and regulations governing the activities pertaining to all Consultancy & Research Projects undertaken by the faculty members of the University solely or in collaboration with other individual groups or organizations.

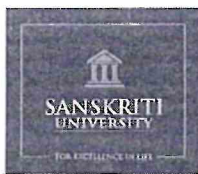
### **2. Definitions/Terms**

- a. Policy** term used anywhere in this document shall refer to the Policy on Consultancy & Research Projects (C&RP) as approved by the Executive Council.
- b. College** means a college of higher education established by the University.
- c. Organization** refers to the research consulting organization that works with clients to help them design and conduct research studies, analyze and interpret the data collected. Also, organization looks for growth and development by promoting the skills and expertise of staff members facilitates services and organizes training programmes.
- d. Consultancy** refers to work or service, other than in-company training programme or MDP undertaken by the Centre/Department/College/Faculty of the University at the instance of any outside agency (industry or other organizations) (within India and abroad) which results in net income to the University where-in the faculty members/staff/research staff provide knowledge and intellectual inputs to an outside agency, primarily for their purpose.
- e. CRP Committee** shall mean Consultancy & Research Project Committee which shall be constituted as prescribed to monitor the consultancy work and research project in the University and ensure compliance of the provisions of the policy.
- f. Principal Investigator (PI)** means the means A Principal Investigator who is the primary individual responsible for the preparation, conduct, and administration of a Consultancy/research grant, cooperative agreement, training or public service project, contract, or other sponsored project in compliance with applicable laws and regulations and University policy governing the conduct of sponsored research.
- g. Society** means "Sanskriti Society for Education Research & Development, Mathura.
- h. University** means "Sanskriti University, Mathura".

### **3. Scope/Applicability of Policy**

The rules and regulations in this policy document shall apply to all Consultancy & Research





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projects undertaken by the University solely or in collaboration with other individuals, groups or organizations.

## 4. Guidelines for Consultancy and Testing Projects

### 4.1 Consultancy Projects

The University has expertise in various research areas to provide knowledge and intellectual inputs which are of interest to the industry and other organizations. Following guidelines will be used for engaging in any consultancy job:

- a. A consultancy project/task/work is one where faculty and research staff provide knowledge and intellectual inputs to industry or other organizations primarily for their purposes.
- b. All payments for consultancy service must come in the name of Sanskriti University, Mathura payable at Mathura into the University account created for the purpose. The University will then do the needful for complying with statutory laws.
- c. Finance Officer and PI jointly will handle the project account and spend funds as required. Share of the University shall also be transferred.
- d. The requirement originates from the industry/other organizations concerned or faculty can approach industry/other organizations. The faculty is expected to estimate the time and cost required to accomplish the task.
- e. Proposal will then be prepared by the PI.
- f. The budget for the proposal should be in two parts where, part-one should reflect project consultancy fee and GST on total amount, if applicable and part two should reflect the reckoner. GST is subject to periodic revision by the Government of India. Expenses on equipment, supporting manpower, travel, contingency must also be included in the budget, if necessary. (The faculty is advised that if the expense on equipment, supplies, manpower, travel, etc. is large, then these must be proposed as a separate R & D project.). These are summarized in the table given below:

<b>Budget for Consulting Projects</b>	
Consulting fee	A
GST	B
Total Consultancy fee	$C=A+B$
Cost	
Consulting fee to be paid to other investigators (if any)	D





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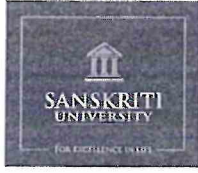
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Equipment	E	
Supplies and any contingent expenses	F	
Manpower (students, external experts)	G	
Travel etc.	H	
Total Cost		$I = D+E+F+G+H$
Total Consultancy charges		$J = C+I$
<b>RECKONER</b>		
Actual Expenses		K
Net Income		$L = J-K$
Revenue share to SANSKRITI UNIVERSITY, MATHURA (50% of Total consulting fee)		$M1 = 0.5 * L$
Revenue share to Consultant (50% of Total consulting fee)		$M2 = 0.5 * L$

- g. All consultancy proposals must be sent under signature of the PI to Registrar for endorsement and approval by Vice Chancellor.
- h. Office will assign a unique internal number to the project proposal.
- i. Payment to be made to SANSKRITI UNIVERSITY, MATHURA as per agreed upon milestones. 100% advance payment should be made if project is in one phase. If project is broken into phases, then 100% advance payment should be made before beginning of each phase. The expenditure and disbursements will be made through normal University procedures. The project expenditure for equipment and consumables will be maintained in a separate stock register by PI.
- j. In international consultancy projects: The consultancy assignment with the other party/funding agency of foreign origin should be in conformity with the laws of all the Countries involved and/or International laws as the case may be.
- k. IPR issue: All IPR related issues are agreed between the PI and the funding agency and should be cleared by IIPC before signing MoU/agreement. Preferably, IPR will be jointly shared by SANSKRITI UNIVERSITY, MATHURA and the industry/ organization unless specified in agreement.
- l. When MoU/agreement is cleared from all angles and acceptable to both the parties, it will be signed by the PI and Registrar and industry/organization. A copy of the duly signed MoU/agreement will be sent to the other party and a copy retained in the office of Registrar and a copy given to the Finance Officer.
- m. Project responsibility: These projects are headed by a Principal Investigator (PI), and may have Co- Principal Investigators (co-PIs) and the deliverables are the responsibility of the PIs. The University provides the PIs necessary support.
- n. The statement of expenditure and utilization certificate will be prepared at every financial year







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end by the competent designated authority, if required.

**o.** After completion of the project, final report should be submitted to the funding agency with a copy to the office of Registrar and Finance Officer.

**p.** The project file will be closed with the submission of the final technical and financial project report and transfer of the non-consumables and consumables to the University.

**q.** The time spent on consultancy and related assignments shall be limited to the equivalent of 52 working days in a year, preferably at the rate of one working day per week. In addition, Consultants may be permitted to utilize, on an average one non-working day per week.

**r.** Consultancy assignments may be taken up and implemented, within the constraints indicated above, provided they do not have any adverse impact on the ongoing academic, research and related activities. Further, such assignments need to be carefully scheduled in the light of ongoing commitments. If required, a clear indication of the earliest date on which the assignment can commence may be clearly spelt out in the proposal form.

**s.** The services of employees of the University may be utilized for the execution of the consultancy projects provided it does not affect their primary functions and responsibilities to the University. Such work by employees may be compensated by suitable honoraria and must be a part of budget.

**t.** Students who are willing to work on consultancy projects may be permitted as per University norms to do so provided it do not affect their academic commitments and performance. Such work by students may be compensated by suitable honoraria and must be a part of budget.

**u.** Travel out of the campus on account of consultancy activities should be undertaken with intimation to the Head of the Department.

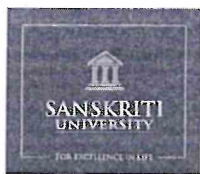
**v.** Outstation travel on Consultancy Assignments may be undertaken normally with the prior approval of the Head of the Department. In emergencies, prior intimation and subsequent sanction could be considered acceptable.

**w.** Faculty members should not use the name of SANSKRITI UNIVERSITY, MATHURA or its logo for consulting work, consulting reports, etc. except to identify the association of the consultant with SANSKRITI UNIVERSITY, MATHURA.

## 4.2 Testing Projects

It refers to testing a component or a product against a standard. examples could be testing the strength of concrete in construction, compaction strength of soil, calibration of pressure gauges, and chemical identification, drugs identifications, estimation and evaluation of unknown species. The University will undertake testing jobs provided facilities are available and such testing does





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not interfere with any teaching or research work. The testing jobs can be initiated by faculty once request is received for the testing job. The procedure for overall operation of the project is similar like that of consultancy project.

## 4.3 Reckoner

### 4.3 (a) For Consultancy projects

S. No.	Category	Name	Percentage of share
1.	Consultancy & Testing services	PI/Co-PI and University	Ratio of 50:50 is shared between the University and PI/Co-PI

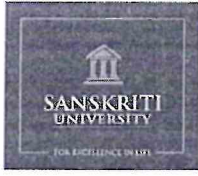
### (b) Incentive for Research Projects other than the Seed Money:

2.	Research Funding and Funded Projects from any Apex Body, R & D Organizations, Industry MOU, other Universities etc., (except Seed money projects)	Principal Investigator	5% of the Received Fund only upon submission of Utilization Certificate (UC)
		All co-investigators	2.5 % of the Received Fund only upon submission of Utilization Certificate (UC) divided equally amongst the coinvestigators.

## General Guidelines

1. Limitations: Undertaking routine testing jobs is to be discouraged. Sufficient caution also needs to be exercised to ensure that consultancy projects do not interfere with the normal duties of Faculty members.
2. Involving Foreign Collaborators: The proposals involving foreign collaborators must have funding support given to each partner in accordance with the National Laws, Rules, Regulations and procedures in effect.
3. Publications of Results: Investigators wishing to publish technical/ scientific papers based on the research work done under the project, should adhere to the guidelines of sponsoring agency and acknowledge the assistance received from sponsoring agency in the publications. If the results of research are to be legally protected, the results should not be published without action being taken to secure legal protection for the research results.
4. External Consultants in Consultancy Projects: The services of external consultants may be utilized to a limited extent in order to provide comprehensive services to clients. Such external candidates will be entitled to a lump sum honorarium/ fees. The honoraria payable to external





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consultants should not exceed 30% of the total consultancy fee specified in the Consultancy Projects Proposal.

## 5. Conflict of Interest

Consultants shall disclose to the Dean, Research (Research & Development) in writing, the existence of (i) any relationship between him / her and the client funding the consultancy project or any vendor to whom payments are made from the project funds, in the form of involvement of any immediate relatives or (ii) any scope for potential disproportionate self-gain. Dean, Research (Research & Development) will review such cases and decide appropriately, with the advice of a committee, to ensure that no actual conflict of interest exists and that such an involvement by the consultant does not adversely affect the consultant's objectivity, integrity, or commitment to the University and to the profession.

Consultants may not use the University name or the fact that they are affiliated with the University, in a manner that (i) suggests that the University approves or disapproves of a product or service provided by a profit, non-profit or governmental entity or (ii) suggests that the University has performed research or issued research findings when it has not done so, or misleadingly states the results of University research or (iii) may be interpreted to communicate the official position of the University on any issue of public interest.

## 6. Exceptions

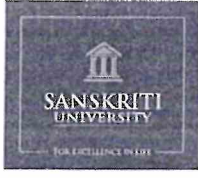
Items like Book royalty and honorarium for Expert Committee meetings, invited lectures, PhD viva/evaluation, invited training programmes, organization of conferences/workshops are not covered under consultancy.

### Consultancy and Sponsored Funded Research Projects

Consultancy Policy encourages faculty members to promote networking with other Institution/ Organization and their expertise to the society to render benefit as well as generate revenue in written and earn experience.

- Consultancy and funded research works are mainly aimed to effectively utilize the infrastructure, equipments and technical knowhow to impart practical knowledge, skills and to generate revenue
- Each and every department is encouraged by the University to actively take up consultancy work with industries





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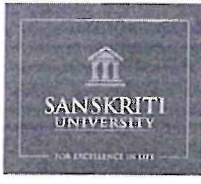
- The Faculty should submit research proposals to organizations like UGC, DST, DBT, AICTE, MHRD, Centre of Science and Technology, Private Companies etc. for fundings
- All proposals before submission, to be routed through R&D Cell for scrutiny
- Research project funded by different Government and private organizations shall have institutional grant to the tune of 15-20% which can be utilized by the University for the purpose of salary of the supporting staff, electricity bills, rent of the infrastructure used, telephone bills and other miscellaneous expenditure. The Faculty is encouraged to take up consultancy work and profit sharing shall be as follows:

Sr. No.	Name	Percentage of Share
1.	Contribution to institution	50% of the revenue generated
2.	Faculty In-charge/PI.	30% of the revenue generated
3.	Departmental development	20% of the revenue generated

## Guidelines for Paper Publications/Papers Presentation

- Every faculty must publish at least two (2) publications per year in refereed Journals as First author
- Papers published must be in the affiliation of Sanskriti University, Mathura
- Publications must be approved by ICI/UGC CARE journals/Scopus/WoS/Pubmed indexed journals
- Impact Factor should be available in the front page of the corresponding journal website
- Faculty must submit the hardcopy of published research paper/ book chapter/textbook and proof of Impact factor and Index in Scopus to the Dean, Research for documentation.
- It is mandatory for all deputed staff to submit a copy of the proceedings, documents, etc to the Central Library and the department library after attending conferences/Workshops.
- Staff to make a presentation after attending conference/training program/workshop before R & D Cell.





## PLAGIARISM CHECK POLICY

The core work such as abstract with key words, introduction, objectives, hypotheses, research methodology, analysis, interpretation, summary, conclusion & recommendation of the author(s) shall be based on original ideas covered by zero tolerance policy on Plagiarism or academic dishonesty. Plagiarism is a serious offensive & penalty carrying behavior. Plagiarism is the fraudulent representation of someone else's work, words, images, ideas, opinions, language, thoughts, discoveries, artwork, music, recordings or computer-generated work (including circuitry, computer programs or software, websites, the internet or other electronic resources) whether published or not, as one's own work without properly acknowledging the source, or without the source's permission.

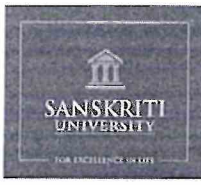
Therefore Plagiarism Check Policy has been made by Sanskriti University based on regulations to distinguish the original work with proper acknowledgement freeing from academic theft, dishonesty, falsification, fabrication, etc. being committed to academic excellence. It has been approved by the Academic Council during the First meeting held on 07.11.2016 with the purpose to use it in research. The main motive behind this policy is to raise awareness regarding the conduct of research thesis, dissertations and other documents with any kind of misconduct under plagiarism. Thus, every higher education institution has to establish these regulations to create awareness for the right conduct of research and activity without threatening the integrity of the entire institution and devaluing the legitimate intellectual accomplishments.

It is necessary to maintain the ethics of research and publication being conscientious about documentation throughout research process. It needs to follow the control measures of plagiarism in various ways by the students, researchers, faculty and staff members.

### **Controlling Plagiarism**

1. The approved policy shall be on the University website homepage.
2. To ensure Plagiarism free documents during the final submission, a technology-based mechanism using proper software approved by the University shall be used.
3. An undertaking by every student of a thesis/ dissertation/research paper shall be submitted to indicate that the document originally prepared by the students.
4. A certificate by each supervisor shall be submitted which indicates the researcher's work done under by his/her supervision and is free from plagiarism.





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5. Everything shall be proofread thoroughly.
6. Authors are necessarily required to be meticulous to cite references from hard & soft sources.
7. All the soft copies of Research Programs, Master Dissertations and Ph.D. Thesis shall be submitted to INFLIBNET by University within a month under the “Sodh Ganga-e-repository”.
8. It is to create University Repository in which dissertation/ thesis/ paper/ publication along with other in-house publications shall be on the university website.

### Exclusion from Plagiarism while checking

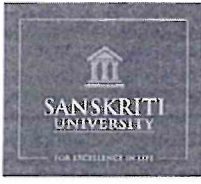
Plagiarism check shall exclude the following:

- Direct quotations work with necessary permission without special purposes.
- References, bibliography, table of content, preface and acknowledgements.
- The generic terms, laws, standard symbols and equations.

### Plagiarism Levels & Description

Levels	Description
Level 0	Up to 10% similarity- No penalty
Level 1	10% to 40% similarity- The candidate shall be asked to submit a revised script within stipulated time period not exceeding six months.
Level 2	40% to 60% similarity- The candidate shall be asked to revise and submit the script within stipulated time period not exceeding one year
Level 3	Above 60% similarity- Such student's registration for that programme shall be cancelled.





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## Terms & Conditions of Plagiarism Check:

It is important to have academic integrity and quality of research at Sanskriti University the following are to be considered for acceptance of documents:

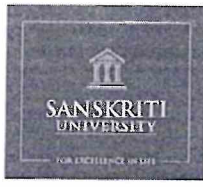
1. M.Phil/ Ph.D Thesis: Plagiarism of up to 10% will be considered acceptable.
2. Research Papers/ Articles, Assignment and Others: Plagiarism of up to 10% will be deemed acceptable.
3. PG Dissertation / Thesis: Plagiarism of up to 20% will be accepted.
4. Bachelor Research Report/Thesis: Plagiarism of up to 30% will be accepted.

It is noted that the above terms & conditions are mandatory for supervisors & concerned students to maintain the academic standards and uphold the principles of originality & authenticity in research and academic criteria.

## Rules and Regulation for Online Plagiarism Check

- The academician/other should fill all the column of the certificate and sign in the specified column.
- The research supervisor/other should sign in the certificate before submission of the e-project report, dissertation, thesis and other article (only softcopy).
- The author (faculty, student and other) should send the e-project report, dissertation, thesis and other article (only soft copy) to [hodme@sanskriti.edu.in](mailto:hodme@sanskriti.edu.in)
- The e-project report, dissertation, thesis and other article (only soft copy) should contain all the chapters including abstract (without references/bibliography).
- The acceptable parallel level should be <10% (less than 10%) /(0 to 10%) with no penalty.
- The e-project report, dissertation, thesis and other article (only softcopy) one should be provided in a digital format, such as a Word document or PDF and Scanned documents or images of the text should not be the part of the contents.





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## Composition of Academic Integrity Panel (School level)

Designation	Position
1. HOD/Dean of the School	Chairperson
2. Senior Academician (Outside of the School) nominated by the Dean/HOD	Member
3. Expert in using Anti Plagiarism Tool – nominated by the Dean/HOD	Member

\*The tenure of the members in respect to 2 and 3 shall be two years.

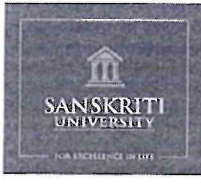
## Composition of Academic Integrity Panel (University level)

Designation	Position
1. Vice Chancellor	Chairperson
2. Senior Academician nominated by the Vice Chancellor	Member
3. Academician (External) nominated by the Vice Chancellor	Member
4. Expert in using Anti Plagiarism Tool – nominated by the Vice Chancellor	Member

\*Tenure of the panel shall be three years.







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## Certificate of Plagiarism Check

01	Name of the Student / Candidate	
02	Registration/ Enrollment No./ Other	
03	Program./ Course of study/ Other	
04	Title of Document/ Docs.	
05	Name of Supervisor/ Co-supervisor	
07	% of Similarity of Content Identified	
08	Acceptable Maximum Limit	
09	Software Used	
10	Date of Verification	

Report on plagiarism check, items with 0 to 10% of similarity is attached

Signature of the Supervisor

(Seal)

HOD/Dean of School

(Seal)

University Head Librarian

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