



MGM INSTITUTE OF HEALTH SCIENCES
(Deemed University u/s 3 of UGC Act 1956)
Grade "A" Accredited by NAAC
Sector 1, KamotheNavi Mumbai-410209

Institutional Code of Ethics Document

Introduction:

Ethics and plagiarism are of prime importance in research and publication. At many instances it is observed that researchers claim others work as their own, which degrades the reputation of not only the individual but the Institution as well. There is need to assess the academic/research work of the student/researcher scholar/ researcher who produce their work in the form of Project reports, Seminar papers, Research papers, Research proposals and thesis work. Especially the research work in the form of papers/projects go through the process of plagiarism and maintains high academic and production standards. The research work produced is thoroughly assessed for their viability across the globe. The institution deplores and dejects the violation of code of ethics which is dishonest and immoral infringing the copyrights act of intellectual property rights.

Strength and Strategic Advantage to Pursue Research:

- Supportive MGMIHS Board of Directors with strong conviction that research provides new knowledge and intellectual stimulation that are vitally linked to the educational process, and have reaffirmed their commitment to support research.
- Multidisciplinary expertise to allow trans-disciplinary collaboration.
- Own network in rural sector to address the health issues.
- Clinical material required for biomedical and clinical research available in campus to allow translational research.
- Student force: Research an essential requirement for post-graduate degree.
- Sufficient scope to allow expansion and diversification.
- State-of-the-art research facilities: Centralized

b) **Ethics Committee for Research on Human Subjects (ECRHS)**, which is registered with Drug Controller General of India- Meetings of Ethics Committee are held and only those projects which were approved by the Ethics Committee are pursued.

c) **Committee to Develop and Validate Research Tools**, including Questionnaire for Medical and Health Research- Number of research projects pursued by Ph.D. research scholars required data collection through well-structured questionnaire, a Committee to Develop and Validate Research Tools was constituted to review and approve the format and questionnaire. This process had ensured that the tools to be used for data collection are validated by experts in the field and the research output valid and acceptable. In fact, it had enhanced the quality of research highlight the strengths and weaknesses of ongoing research programs and initiatives; help the faculty in identifying key emerging and future areas of life sciences research of national relevance, and help in conceptualizing and formulating new research projects

d) **Institutional Ethics Committee (IEC), MGM Medical College, Navi Mumbai,**
Standard Operating Procedures:

The Institutional Ethics Committee presently functions according to the requirements laid down in Schedule Y (20th January 2005) and is guided by the ICH GCP guidelines for Good Clinical Practice, ethical principles set forth in the Declaration of Helsinki and the Ethical Guidelines for Biomedical Research on Human Subjects laid down by the Indian Council of Medical Research.

1. Purpose

The primary purpose of this committee is:

1. To ensure the protection of the rights, safety and well-being of human subjects involved in a research project.
2. To provide public assurance of that protection.

2. Membership

The committee consists of 11 members who collectively have the experience and expertise to review and evaluate the scientific, medical and ethical aspects of a proposed research project.

3. Composition of the Committee

- a. The regular members of the committee are as follows :

- i. Medical scientists and clinicians with expertise in diverse health care specialities.
 - ii. A legal expert.
 - iii. A social worker/representative of a non-governmental organisation/theologian.
 - iv. A lay person from the community.
- b. The committee has representation from both men and women.
 - c. At least one of the medical scientists or clinicians is independent of the institution.
 - d. At least one of the non-scientific members is independent of the institution.

3. Responsibilities of the Committee

- 1. The committee's primary responsibility is the protection of safety, rights, well-being and confidentiality of the research subjects.
- 2. The committee reviews all research proposals submitted to it within specified time limits.
- 3. The committee keeps all information submitted to them confidential especially the proprietary information.
- 4. The committee maintains concise but clear documentations of its views on the research proposal.
- 5. The committee reviews the progress of each research project at appropriate and specified intervals, but not less than once a year.
- 6. The committee reviews the qualifications of all investigators participating in the proposed research study.

The committee has highly eminent members representing various institutes and colleges of MGMIHS, and some from other institutes of repute (**annexure 2**).

MGM Medical College, Navi Mumbai, a teaching and research institutional with many postgraduate students performing research on animals. As per the CPCSEA (Committee for the Purpose of Control and Supervision of Experiments on Animals) norms, the Institutional Animal House is registered (CPCSEA Registration No: - 303/PO/Re/S/2000/CPCSEA) with Government of India. Institutional Animal Ethics Committee (IAEC) has been constituted to

supervise and evaluate all aspects of the animal care and use program in the institution under rule 5(a) of the breeding and Experiment on Animals (Control and Supervision) rules 1998.

IAEC Ensures that quality and consistent ethical review mechanism for biomedical research in animal is put in place for all proposals dealt by the Committee. IAEC is also responsible for reviewing Form – B, form – C and Form- D, inspecting animal facilities and uphold 3R's principles of (Replacement, Reduction and Refinement) ensuring adherence to CPCSEA guidelines. Before research involving animal can be undertaken, the project will have to be reviewed and approved by the IAEC.

Ethics committee has been formed comprising of all PHD holders of the institute to assess the faculty researcher / PG students / UG students who produce their work in the form of Research Publication / Research Proposal / Thesis Work (PG)/ Project Report.

Especially the research work of faculty / PG students in the form of papers / projects must go through the process of plagiarism and has to maintain high academic and production standards.

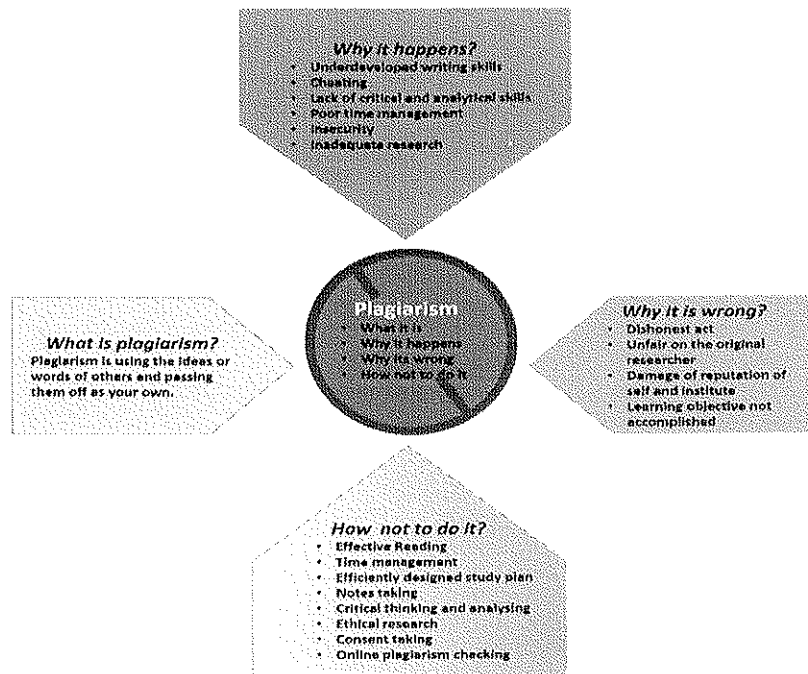
Apart from this the committee takes extra measures to ensure that the work is at par with the national / international standards.

No objection from guide and co-authors to get their project work approved for publication / thesis presentation.

Any violation of the rule and other issue, complaints regarding plagiarism attracts disciplinary action to be imposed by committee within one month from the day of complaint.

Code of Ethics to check malpractices and plagiarism in Research

The main objective is to promote the research and research publications and prevention of misconduct including malpractice & plagiarism in R&D.



Plagiarism:

Writing a research paper poses challenges in gathering literature and providing evidence for making a paper stronger, but these need to be done with caution without falling into the trap of plagiarism. The digital age too affects plagiarism as researchers have easy access to information on the internet making it easy to duplicate information.

Plagiarism is the unethical practice of using words or ideas of other author/researcher or your own previous works without proper acknowledgment. Further, it is the obligation of each author to provide prompt retractions or corrections of errors in published works. Considered as a serious academic and intellectual offense, plagiarism can result in highly negative consequences such as paper retractions and loss of author credibility and reputation. There are varying degrees of plagiarism warranting different consequences and corrective action, listed below from most to least serious:

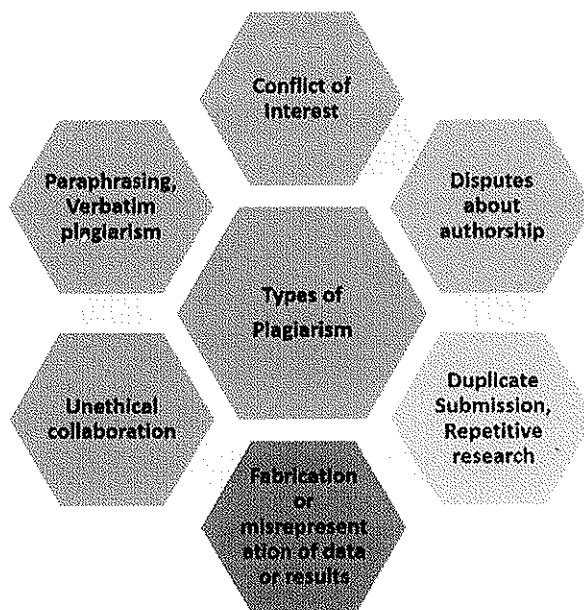
- showing someone else's work as your own
- copying words or ideas from someone else without giving credit
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

Conflict of Interest: Any action that may result in a conflict of interest must be fully disclosed. When objectivity and effectiveness cannot be maintained, the activity should be avoided or discontinued.

Disputes about authorship: Proper authorship representation is generally a matter for the involved parties to resolve.

Duplicate Submission: Duplicate submission abuses the resources of all affected journals, including the valuable time of editors, reviewers, and staff, and is unprofessional and unacceptable.

Fabrication or misrepresentation of data or results: Any incidence of fabrication or misrepresentation to be an extremely serious breach of professional conduct, with potentially severe ethical and legal consequences.



Plagiarism Checker Software

Students are encouraged to check for content plagiarism through online plagiarism checking software which are available freely. In addition to this we have plagiarism checking software for our in-house PhD scholars. **(Annexure 3)**

All PhD researchers seeking for thesis submission are requested to submit the plagiarism report (maximum 10%) as per UGC norms vide ref no. D.O.No. F.1-18-2010(CPP-22) dtd 6th August 2018. The institution checks the plagiarism of research thesis with the help of University and for the research publications it is done through online sources. The institution forward the thesis

for submission only after getting the plagiarism check certificate from the MGMIHS University which is mandatory

Excerpts from the Gazette no. F. 1-18/2010(CPP-II). — 23rd July, 2018 .

MGMIHS GUIDELINES TO CHECK PLAGIARISM (annexure 4 attached below)

All PG students are encouraged to check for plagiarism through online plagiarism checker, no objection from guide and co-authors to get their project work approved for publication / thesis presentation.

1. Plagiarism Checker (<https://www.plagiarismsoftware.net/>)
2. Quetext (<https://www.quetext.com/>)
3. Duplichecker (<https://www.duplichecker.com/>)
4. Smallseotools (<https://smallseotools.com/plagiarism-checker/>)

Role of Publication Guidelines Committee (annexure 5 – attached below)

Introduction

Committee on Publication guide line is constituted to address breaches of research and publication ethics. This committee aims to find practical ways of advice to the scientific editors dealing with issues of scientific research, scientific publishing and scientific presentation, and to develop good ethical practices. This will be useful for authors, editors, editorial board members, readers, owners of journals, and publishers.

Intellectual honesty should be actively encouraged in all medical and scientific courses of study and used to inform the publication ethics and prevent misconduct. It is with that in mind that these guidelines have been produced.

The guidelines are intended to study design and ethical approval, data analysis, authorship, conflict of interests, the peer-review process, redundant publication,

plagiarism, the role of editors, media relations, advertising, and how to deal with misconduct.

GUIDELINES

I. Study Design and Ethical Approval

Definition

Good research should be well justified, well planned, appropriately designed, and ethically approved.

Action

1. Laboratory and clinical research should be driven by a protocol; pilot studies should have a written rationale.
2. Research protocols should seek to answer specific questions, rather than just collect data.
3. Protocols must be carefully agreed by all contributors and collaborators, including, the participants.
4. The final protocol should form part of the research record.
5. Early agreement on the precise roles of the contributors and collaborators, and on matters of authorship and publication, is advised.
6. Statistical issues should be considered early in study design, including power calculations, to ensure there are neither too few nor too many participants.
7. Formal and documented ethical approval from an appropriately constituted Research Ethics Committee is required for all studies involving people, medical records, and human tissues.
8. Use of human tissues in research should conform to the highest ethical standards, such as those recommended by the Nuffield Council on Bioethics.
9. Fully informed consent should always be sought.
10. When participants are unable to give fully informed consent, research should follow international guidelines, such as those of the Council for International Organizations of Medical Sciences (CIOMS).
11. Animal experiments require full compliance with local, national, ethical, and regulatory principles, and local licensing arrangements. International standards vary.

12. Formal supervision, usually the responsibility of the principal investigator, should be provided for all research projects, this must include quality control and the frequent review and long term retention (may be up to 15 years) of all records and primary outputs.

II. Data Analysis

Definition

Data should be appropriately analyzed, Fabrication and falsification of data do constitute misconduct.

Action

1. All sources and methods used to obtain and analyze data, including any electronic pre-processing, should be fully disclosed; detailed explanations should be provided for any exclusions
2. Methods of analysis must be explained in detail, and referenced, if they are not in common use.
3. The post hoc analysis of subgroups is acceptable, as long as this is disclosed. Failure to disclose that the analysis was post hoc is unacceptable.
4. The discussion section of a paper should mention any issues of the bias which have been considered, and explain how they have been dealt with in the design and interpretation of the study.

III. Authorship

Definition

There is no universally agreed definition of authorship, the authors should take responsibility for a particular section of the study. International Committee of medical journal Editors (ICMJE) is to be followed for authorship.

Action

1. The award of authorship should balance intellectual contributions to the conception, design, analysis and writing of the study against the collection of data and other routine

work. If there is no task that can reasonably be attributed to a particular individual, then that individual should not be credited with authorship.

2. To avoid disputes over attribution of academic credit, it is helpful to decide early on in the planning of a research project who will be credited as authors/contributors, and who will be acknowledged.
3. All authors must take public responsibility for the content of their paper. The multidisciplinary nature of research can make it difficult, but it can be resolved by the disclosure of individual contributions.

IV. Conflicts of Interest

Definition

Conflicts of interest comprise those which may not be fully apparent and which may influence the judgment of author, reviewers, and editors. They have been described as those which, when revealed later, would make a reasonable reader feel misled or deceived. They may be personal, commercial, political, academic or financial.

Financial interests may include employment, research funding, stock or share ownership, payment for lectures or travel, consultancies and company support for staff.

Action

1. Conflicts of interest must be declared to editors by researchers, authors, and reviewers.
2. Editors should also disclose relevant conflicts of interest to their readers. If in doubt, disclose. Sometimes editors may need to withdraw from the review and selection process for the relevant submission.

V. Review

Definition

Peer-reviewers are external experts chosen by editors to provide written opinions with the aim of improving the study. Working methods vary from journal to journal, but some use open procedures in which the name of the reviewer is disclosed, together with the full or "edited" report.

Action

1. Suggestions from authors as to who might act as reviewers are often useful, but

there should be no obligation on editors to use those suggested.

2. The duty of confidentiality in the assessment of a manuscript must be maintained by expert reviewers, and this extends to reviewers' colleagues who may be asked (with the editor's permission) to give opinions on specific sections.
3. The submitted manuscript should not be retained or copied.
4. Reviewers and editors should not make any use of the data, arguments, or interpretations, unless they have the authors' permission.
5. Reviewers should provide speedy, accurate, courteous, unbiased and justifiable reports.
6. If reviewers suspect misconduct, they should write in confidence to the editor.
7. Journals should publish accurate descriptions of their peer review, selection, and appeals processes.
8. Journals should also provide regular audits of their acceptance rates and publication times.

VI. Redundant Publication

Definition

Redundant publication occurs when two or more papers, without full cross reference, share the same hypothesis, data, discussion points, or conclusions.

Action

1. Published studies do not need to be repeated unless further confirmation is required.
2. Previous publication of an abstract during the proceedings of meetings does not preclude subsequent submission for publication, but full disclosure should be made at the time of submission.
3. Re-publication of a paper in another language is acceptable, provided that there is full and prominent disclosure of its original source at the time of submission.
4. At the time of submission, authors should disclose details of related papers, even if in a different language, and similar papers in press.

VII. Plagiarism

Definition

Plagiarism ranges from the unreferenced use of others' published and unpublished ideas, including research grant applications to submission under "new" authorship of a complete paper, sometimes in a different language. It may occur at any stage of planning, research, writing, or publication. It applies to both print and non-print.

Action

All sources should be disclosed, and if a large amount of other people's written or illustrative material is to be used, permission must be sought. Anti-plagiarism guidelines of MGMIHS should be strictly adhered to.

VIII. Duties of Editors

Definition

Editors are the stewards of journals. They usually take over their journal from the previous editor(s) and always want to hand over the journal in good shape. Most editors provide direction for the journal and build a strong management team. They must consider and balance the interests of many constituents, including readers, authors, staff, owners, editorial board members, advertisers, and the media. Editors must treat all submitted papers as confidential. It is the responsibility of the editors to ensure the correctness of information before its publication.

IX. Media Relations

Definition

Medical research findings are of increasing interest to the print and broadcast media. Journalists may attend scientific meetings at which preliminary research findings are presented, leading to their premature publication in the mass media.

Action

1. Authors approached by the media should give as balanced an account of their work as possible, ensuring that they point out where evidence ends and speculation begins.
2. Simultaneous publication in the mass media and a peer-reviewed journal is advised, as this usually means that enough evidence and data have been provided to satisfy informed and critical readers.
3. Where this is not possible, authors should help journalists to produce accurate reports, but refrain from supplying additional data.
4. All efforts should be made to ensure that patients who have helped with the research should be informed of the results by the authors before the mass media, especially if there are clinical implications.
5. Authors should be advised by the organizers, if they take over their journal from the previous editor(s) and always want to hand over the journal in good shape. Majority of the editors provide directions for the journal in order to build a strong management team.
6. It may be helpful to authors to be advised of any media policies operated by the journal in which their work is to be published. They must consider and balance the interests of many constituents, including readers, authors, staff, owners, editorial board members, advertisers, and the media.

X. ADVERTISING

Definition

Many scientific journals and meetings derive significant income from advertising. Reprints may also be lucrative.

Action

1. Editorial decisions must not be influenced by advertising revenue or reprint potential: editorial and advertising administration must be clearly separated.
2. Misleading advertisements must be refused. Editors must be willing to publish criticisms, according to the same criteria used for material in the rest of the journal.
3. Reprints should be published as they appear in the journal unless a correction is to be added.

XI. Dealing with Misconduct

Principles

1. The general principle confirming misconduct is an intention to cause others to regard as true that which is not true.
2. The examination of misconduct must, therefore, focus, not only on the particular act or omission but also on the intention of the researcher, author, editor, reviewer or publisher involved.
3. Deception may be by intention, by reckless disregard of possible consequences, or by negligence. It is implicit, therefore, that “best practice” requires complete honesty, with full disclosure.
4. Codes of practice may raise awareness, but can never be exhaustive.

Investigating Misconduct

1. Editors should not simply reject papers that raise questions of misconduct. They are ethically obliged to pursue the case. However, knowing how to investigate and respond to possible cases of misconduct is difficult.
2. COPE is always willing to advise, but for legal reasons, can only advice on anonymised cases.
3. It is for the editor to decide what action to take.

Serious Misconduct

1. Editors must take all allegations and suspicions of misconduct seriously, but they must recognize that they do not usually, have either the legal legitimacy or the means to conduct investigations into serious cases.
2. The editor must decide when to alert the employers of the accused author(s).
3. Some evidence is required, but if employers have a process for investigating accusations—as they are increasingly required to do—then editors do not need to assemble a complete case. Indeed,

it may be ethically unsound for editors to do so because such action usually means consulting experts, so spreading abroad serious questions about the author(s).

4. If editors are presented with convincing evidence, perhaps by reviewers of serious misconduct, they should immediately pass this on to the employers, notifying the author(s) that they are doing so.
5. If accusations of serious misconduct are not accompanied by convincing evidence, the editors should confidentially seek expert advice.
6. If the experts raise serious questions about the research, then editors should notify the employers.
7. If the experts find no evidence of misconduct, the editorial processes should proceed in the normal way.
8. If presented with convincing evidence of serious misconduct, where there is no employer to whom this can be referred, and the author(s) are registered doctors, cases can be referred to the General Medical Council.
9. If, however, there is no organization with the legitimacy and the means to conduct an investigation, then the editor may decide that the case is sufficiently important to warrant publishing something in the journal. Legal advice will then be essential.
10. If editors are convinced that an employer has not conducted an adequate investigation of a serious accusation, they may feel that publication of a notice in the journal is warranted. Legal advice will be essential.
11. Authors should be given the opportunity to respond to accusations of serious misconduct

Less Serious Misconduct

1. Editors may judge that it is not necessary to involve employers in less serious cases of misconduct, such as redundant publication, deception over authorship, or failure to declare a conflict of interest. Sometimes the evidence may speak for itself, although it may be wise to appoint an independent expert.

2. Editors should remember that accusations of even minor misconduct may have serious implications for the author(s), and it may then be necessary to ask the employers to investigate.
3. Authors should be given an opportunity to respond to any charge of minor misconduct.
4. If convinced of wrongdoing, editors may wish to adopt some of the sanctions outlined below.

XII. Sanctions

Sanctions may be applied separately or combined. The following are ranked in the approximate order of severity:

1. A letter of explanation (and education) to the authors, where there appears to be a genuine misunderstanding of principles.
2. A letter of reprimand and warning as to future conduct.
3. A formal letter to the relevant Head of institutions or funding body.
4. Publication of a notice of redundant publication or plagiarism.
5. An editorial giving full details of the misconduct.
6. Refusal to accept future submissions from the individual, the unit, or institution responsible for the misconduct, for a stated period.
7. Formal withdrawal or retraction of the paper from the scientific literature, informing other editors and the indexing authorities.
8. Reporting the case to the Medical Council India, or other such authority or organization which can investigate and act with due process.

Annexure 4



MGM INSTITUTE OF HEALTH SCIENCES

(Deemed MGM Institute of Health Sciences u/s 3 of UGC Act, 1956)

Grade 'A' Accredited by NAAC

Sector-1, Kamothe, Navi Mumbai - 410209

Tel. No. 022-27432471, 022-27432994, Fax No. 022 - 27431094

E-mail : registrar@mgmuhs.com ; Website : www.mgmuhs.com

04.04.2019

GUIDELINES TO CHECK PLAGIARISM

1. Preamble :

MGM Institute of Health Sciences, Kamothe, Navi Mumbai was established as Deemed University u/s 3 of UGC Act, 1956 on 30.08.2006. It is recognized by UGC and is empowered to award degree under section 22 of the UGC act, 1956. MGM Institute of Health Sciences has been accredited "A" grade by National Assessment & Accreditation Council (NAAC) in 2014. MGMIHS is offering various UG, PG, Super speciality and Ph.D. programme in Medical Sciences, Nursing, Physiotherapy, Biomedical Sciences and Rehabilitation.

A research scholar is supposed to have adequate ethical and moral standards steering clear from all types of academic misconduct. Therefore MGM Institute of Health Sciences has adopted University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018 New Delhi, the 23rd July, 2018 (F.1-18/2010(CPP-II). and formulated the following guidelines. This is to be effective from **23rd July, 2018**. All earlier notifications/guidelines in this regard stands cancelled.

2. Definitions –

In these regulations, unless the context otherwise requires—

- a. "Academic Integrity" is the intellectual honesty in proposing, performing and reporting any activity, which leads to the creation of intellectual property;
- b. "Author" includes a student or a faculty or a researcher or staff of MGM Institute of Health Sciences /constituent unit who claims to be the creator of the work under consideration;
- c. "Common Knowledge" means a well known fact, quote, figure or information that is known to most of the people;
- d. "Degree" means any such degree specified by the MGM Institute of Health Sciences Grants Commission, by notification in the Official Gazette, under section 22 of the MGM Institute of Health Sciences Grants Commission Act,

- 1956;
- e. "Departmental Academic Integrity Panel" shall mean the body constituted at the departmental level to investigate allegations of plagiarism;
 - f. "Faculty" refers to a person who is teaching and/or guiding students enrolled in MGM Institute of Health Sciences /constituent units in any capacity whatsoever i.e. regular, ad-hoc, guest, temporary, visiting etc;
 - g. "Information" includes data, message, text, images, sound, voice, codes, computer programs, software and databases or microfilm or computer generated microfiche;
 - h. "Institutional Academic Integrity Panel" shall mean the body constituted at Institutional level to consider recommendations of the departmental academic integrity panel and take appropriate decisions in respect of allegations of plagiarism and decide on penalties to be imposed. In exceptional cases, it shall investigate allegations of plagiarism at the institutional level;
 - i. "Notification" means a notification published in the Official Gazette and the expression "notify" with its cognate meanings and grammatical variation shall be construed accordingly;
 - j. "Plagiarism" means the practice of taking someone else's work or idea and passing them as one's own.
 - k. "Programme" means a programme of study leading to the award of a masters and research level degree;
 - l. "Researcher" refers to a person conducting academic/scientific research in MGM Institute of Health Sciences/constituent units;
 - m. "Script" includes research paper, thesis, dissertation, chapters in books, full-fledged books and any other similar work, submitted for assessment/opinion leading to the award of master and research level degrees or publication in print or electronic media by students or faculty or researcher or staff of MGM Institute of Health Sciences /constituent units; however, this shall exclude assignments/term papers/project reports/course work/essays and answer scripts etc.;
 - n. "Source" means the published primary and secondary material from any source whatsoever and includes written information and opinions gained directly from other people, including eminent scholars, public figures and practitioners in any form whatsoever as also data and information in the electronic form be it audio, video, image or text; Information being given the same meaning as defined under Section 2 (1) (v) of the Information Technology Act, 2000 and reproduced here in Regulation 2 (1);
 - o. "Staff" refers to all non-teaching staff working in University/constituent unit in any capacity whatsoever i.e. regular, temporary, contractual, outsourced etc.;
 - p. "Student" means a person duly admitted and pursuing a programme of study including a research programme in any mode of study (full time or part-time or distance mode);
 - q. "Year" means the academic session in which a proven offence has been committed.

3. Objectives

3.1 To create awareness about responsible conduct of research, thesis, dissertation,

publications, presentations, posters, patent, projects, promotion of academic integrity and prevention of misconduct including plagiarism in academic writing among student, faculty, researcher and staff.

- 3.2 To establish institutional mechanism through education and training to facilitate responsible conduct of research, thesis, dissertation, publications, presentations, posters, patent, projects, promotion of academic integrity and deterrence from plagiarism.
- 3.3 To develop systems to detect plagiarism and to set up mechanisms to prevent plagiarism and punish a student, faculty, researcher or staff of MGM Institute of Health Sciences/constituent units committing the act of plagiarism.

4. Duties of University/constituent units:

MGM Institute of Health Sciences and its constituent units has established the mechanism as prescribed in University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018 New Delhi, the 23rd July, 2018 (F.1-18/2010(CPP-II) regulations, to enhance awareness about responsible conduct of research and academic activities, to promote academic integrity and to prevent plagiarism.

5. Awareness Programs and Trainings:

- 5.1 MGM Institute of Health Sciences/Constituent units Head shall instruct students, faculty, researcher and staff about proper attribution, seeking permission of the author wherever necessary, acknowledgement of source compatible with the needs and specificities of disciplines and in accordance with rules, international conventions and regulations governing the source.
- 5.2 MGM Institute of Health Sciences/Constituent units Head shall conduct sensitization seminars/awareness programs every semester on responsible conduct of research, thesis, dissertation, promotion of academic integrity and ethics in education for students, faculty, researcher and staff.
- 5.3 MGM Institute of Health Sciences/Constituent units Head shall :
- 5.4 Include the cardinal principles of academic integrity in the curricula of Undergraduate(UG)/Postgraduate(PG)/Master's degree etc. as a compulsory course work/module.
- 5.5 Include elements of responsible conduct of research and publication ethics as a compulsory course work/module for Masters and Research Scholars.
- 5.6 Include elements of responsible conduct of research and publication ethics in Orientation and Refresher Courses organized for faculty and staff members of the MGM Institute of Health Sciences/Constituent units.
- 5.7 Train student, faculty, researcher and staff for using plagiarism detection tools and reference management tools.
- 5.8 Establish facility equipped with modern technologies for detection of plagiarism.

- 5.9 Encourage student, faculty, researcher and staff to register on international researcher's Registry systems.
- 5.10 Prepare SOP, guidelines, in this regard time to time, to be followed by student, faculty, researcher and staff

6. Methods of Plagiarism

- 6.1 Quoting directly another person's language, paraphrasing, data, illustration and tables, without due acknowledgment.
- 6.2 Copying any portion of book/article/report/monograph/dissertation /thesis without due citation.
- 6.3 Buying, stealing or borrowing assignments, experiments/results.
- 6.4 Paragraphing research or academic work of others without due acknowledgements.
- 6.5 Using ideas of someone else without assigning due credit.
- 6.6 Copying and extracting from internet or any online source and submitting the same as one's own work without assigning proper reference/citation.
- 6.7 Copying and publishing own works which were already published elsewhere without proper reference (Self Plagiarism).

7. Curbing Plagiarism

- 7.1 MGM Institute of Health Sciences/Constituent units Head shall declare and implement the technology based mechanism using appropriate software (URKUND) so as to ensure that documents such as thesis, dissertation, publications, presentations, posters, patent, Projects or any other such documents are free of plagiarism at the time of their submission.
- 7.2 The mechanism as defined at (a) above shall be made accessible to all engaged in research work including student, faculty, researcher and staff etc.
- 7.3 Every student submitting a thesis, dissertation, publications, presentations, posters, patent, projects or any other such documents to the University/Constituent units Head shall submit an undertaking (**ANNEXURE I-Similarity Assessment & II-Supervisor certificate**) indicating that the document has been prepared by him or her and that the document is his/her original work and free of any plagiarism.
- 7.4 The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the MGM Institute of Health Sciences.
- 7.5 MGM Institute of Health Sciences shall develop a policy on plagiarism and get it approved by its relevant statutory bodies/authorities. The approved policy shall be placed on the homepage of the MGM Institute of Health Sciences website.

- 7.6 Each supervisor shall submit a certificate indicating that the work done by the researcher under him / her is plagiarism free.
- 7.7 MGM Institute of Health Sciences shall submit to INFLIBNET soft copies of all Masters, Research program's dissertations and thesis within a month after the award of degrees for hosting in the digital repository under the "*Shodh Ganga e-repository*".
- 7.8 MGM Institute of Health Sciences shall create Institutional Repository on institute website which shall include dissertation/thesis/paper/ publication and other in-house publications.

8. Similarity checks for exclusion from Plagiarism

The similarity checks for plagiarism shall exclude the following:

- 8.1 All quoted work reproduced with all necessary permission and/or attribution
- 8.2 All references, bibliography, table of content, preface and acknowledgments
- 8.3 All generic terms, laws, standard symbols and standards equations.
- 8.4 Self Plagiarism: "Regarding Self Plagiarism or cases where published work of the student is shown Plagiarism in the check, a certificate (Self Plagiarism Exclusion certificate – **ANNEXURE-III & IV**) has to be issued by the supervisor specifying and attaching such articles those were published by the student from his/her own research work. Only articles shall be excluded from the check, no other article of student or supervisor should not be excluded from the check." So also contents from candidate's previous published work without proper citation are not excluded from check. If the published work is co-authored by others, the researcher shall submit a consent letter from co-author(s) and publisher permitting him or her to use the thesis work.

Note: The research work carried out by the student, faculty, researcher and staff shall be based on original ideas, which shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations only and shall not have any similarities. It shall exclude a common knowledge or coincidental terms, up to fourteen (14) consecutive words.

9. Levels of Plagiarism

Plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition:

- 9.1 Level 0: Similarities upto 10% - Minor similarities, no penalty
- 9.2 Level 1: Similarities above 10% to 40%
- 9.3 Level 2: Similarities above 40% to 60%
- 9.4 Level 3: Similarities above 60%

10. Detection/Reporting/Handling of Plagiarism

- 10.1 If any member of the academic community suspects with appropriate proof that a case of plagiarism has happened in any document, he or she shall report it to the Departmental Academic Integrity Panel (DAIP). Upon receipt of such a complaint or allegation the DAIP shall investigate the matter and submit its recommendations to the Institutional Academic Integrity Panel (IAIP) of the MGM Institute of Health Sciences.
- 10.2 The authorities of MGM Institute of Health Sciences can also take *suomotu* notice of an act of plagiarism and initiate proceedings under these regulations. Similarly, proceedings can also be initiated by the MGM Institute of Health Sciences on the basis of findings of an examiner. All such cases will be investigated by the IAIP.

11. Departmental Academic Integrity Panel (DAIP)

- 11.1 All Departments in MGM Institute of Health Sciences/Constituent units shall notify a DAIP whose composition shall be as given below:
 - i. Chairman - Head of the Department
 - ii. Member - Senior academician from outside the department, to be nominated by the head of University/Constituent unit.
 - iii. Member - A person well versed with anti plagiarism tools, to be nominated by the Head of the department.
- 11.2 The tenure of the members in respect of points 'b' and 'c' shall be two years. The quorum for the meetings shall be 2 out of 3 members (including Chairman).
- 11.3 The DAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff.
- 11.4 The DAIP shall have the power to assess the level of plagiarism and recommend penalty(ies) accordingly.
- 11.5 The DAIP after investigation shall submit its report with the Recommendation on penalties to be imposed to the IAIP within a period of 45 days from the date of receipt complaint/initiation of the proceedings.

12. Institutional Academic Integrity Panel (IAIP)

- 12.1 MGM Institute of Health Sciences shall notify a IAIP whose composition shall be as given below:
 - i. Chairman - Pro-VC/Dean/Senior Academician of the University.
 - ii. Member - Senior Academician other than Chairman, to be nominated by the Head of MGM Institute of Health Sciences.
 - iii. Member - One member nominated by the Head of MGM Institute of

Health Sciences from outside the University

- iv. Member - A person well versed with anti-plagiarism tools, to be nominated by the Head of the University.

- 12.2 The Chairman of DAIP and IAIP shall not be the same. The tenure of the Committee members including Chairman shall be three years. The quorum for the meetings shall be 3 out of 4 members (including Chairman).
- 12.3 The IAIP shall consider the recommendations of DAIP.
- 12.4 The IAIP shall also investigate cases of plagiarism as per the provisions Mentioned in these regulations.
- 12.4 The IAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff of University.
- 12.5 The IAIP shall have the power to review the recommendations of DAIP including penalties with due justification.
- 12.6 The IAIP shall send the report after investigation and the recommendation on penalties to be imposed to the Head of the MGM Institute of Health Sciences within a period of 45 days from the date of receipt of recommendation of DAIP/ complaint / initiation of the proceedings.
- 12.7 The IAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.

13. Penalties

Penalties in the cases of plagiarism shall be imposed on students pursuing studies at the level of Masters and Research programs and on researcher, faculty & staff of the MGM Institute of Health Sciences only after academic misconduct on the part of the individual has been established without doubt, when all avenues of appeal have been exhausted and individual in question has been provided enough opportunity to defend himself or herself in a fair or transparent manner.

- 13.1 **Penalties in case of plagiarism in submission of thesis and dissertations:** Institutional Academic Integrity Panel (IAIP) shall impose penalty considering the severity of the Plagiarism.

- i. **Level 0: Similarities upto 10%-** Minor Similarities, no penalty.
- ii. **Level 1: Similarities above 10% to 40% -** Such student shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.
- iii. **Level 2: Similarities above 40% to 60% -** Such student shall be debarred from submitting a revised script for a period of one year.
- iv. **Level 3: Similarities above 60% -** Such student registration for that programme shall be cancelled.

- 13.2 **Penalty on repeated plagiarism-** Such student shall be punished for the plagiarism of one level higher than the previous level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative.
- 13.3 **Penalty in case where the degree/credit has already been obtained -** If plagiarism is proved on a date later than the date of award of degree or credit as the case may be then his/her degree or credit shall be put in abeyance for a period recommended by the IAIP and approved by the Head of the Institution.
- 13.4 **Penalties in case of plagiarism in academic and research publications**
- 13.4.1 **Level 0: Similarities up to 10%** - Minor similarities, no penalty.
- 13.4.2 **Level 1: Similarities above 10% to 40%**
- i. Shall be asked to withdraw manuscript.
- 13.4.3 **Level 2: Similarities above 40% to 60%**
- i. Shall be asked to withdraw manuscript.
 - ii. Shall be denied a right to one annual increment.
 - iii. Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of two years.
- 13.4.4 **Level 3: Similarities above 60%**
- i. Shall be asked to withdraw manuscript.
 - ii. Shall be denied a right to two successive annual increments.
 - iii. Shall not be allowed to be a supervisor to any new Master's,
 - iv. M.Phil., Ph.D. Student/scholar for a period of three years.
- 13.5 **Penalty on repeated plagiarism -** Shall be asked to withdraw manuscript and shall be punished for the plagiarism of one level higher than the lower level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative. In case level 3 offence is repeated then the disciplinary action including suspension/termination as per service rules shall be taken by the MGM Institute of Health Sciences.
- 13.6 **Penalty in case where the benefit or credit has already been obtained** - If plagiarism is proved on a date later than the date of benefit or credit obtained as the case may be then his/her benefit or credit shall be put in abeyance for a period recommended by IAIP and approved by the Head of the Institution.
- 13.7 HEIs shall create a mechanism so as to ensure that each of the paper publication/thesis/dissertation by the student, faculty, researcher or staff of the MGM Institute of Health Sciences is checked for plagiarism at the time of forwarding/submission.

- 13.8 If there is any complaint of plagiarism against the Head of an Institute, a suitable action, in line with these regulations, shall be taken by the Controlling Authority of the MGM Institute of Health Sciences.
- 13.9 If there is any complaint of plagiarism against the Head of Department/Authorities at the institutional level, a suitable action, in line with these regulations, shall be recommended by the IAIP and approved by the Competent Authority.
- 13.10 If there is any complaint of plagiarism against any member of DAIP or IAIP, then such member shall excuse himself/ herself from the meeting(s) where his/her case is being discussed/investigated.



MGM INSTITUTE OF HEALTH SCIENCES

(Deemed to be University u/s 3 of UGC Act, 1956)

Grade 'A' Accredited by NAAC

Sector-01, Kamothe, Navi Mumbai - 410 209

Tel 022-27432471, 022-27432994, Fax 022 - 27431094

E-mail : registrar@mgmuhs.com | Website : www.mgmuhs.com

PUBLICATION GUIDANCE COMMITTEE

1. Dr. Sushil Kumar	- Prof.& HOD (OBGY)	- Chairman
2. Dr. BaniGanguly	- Genetics	- Member
3. Dr. M. Tayade	- PIMS (Physiology)	- Member
4. Dr. Deepak Bhosale	- Prof. Pharmacology/Aurangabad	- Member
5. Dr. Rajesh Kadam	- Assoc. Prof.Pharmacology/Aurangabad	- Member
6. Dr. Rita Khadkikar	- Assoc. Prof. Physiology	- Member
7. Dr.RajaniMullerpatan	- Director – Physiotherapy	- Member
8. Dr.Mansee Thakur	- I/C Director – Biomedical Sciences	- Member
9. Dr.Ponchitra R.	- Prof./Vice Principal/Nursing	- Member
10. Dr. Dixit R.P	- Librarian	- Member
11. Dr.Sabita Ram	- Director (Research)	- Secretary

Dr. Rajesh B Goel

Registrar

Dr. Rajesh B. Goel
Registrar

MGM Institute of Health Sciences
(Deemed University u/s 3 of UGC Act, 1956)
Navi Mumbai- 410 209