

Jaypee Institute of Information Technology, Noida
Guidelines and Policy for Ethical Conduct in Research

1. Plagiarism:

Presentation or publication of research data, idea or text of someone else in any form without reference or citation and implying it as own is plagiarism. This research misconduct should be strictly avoided at all levels, whether research carried out as part of curriculum (under- and post graduate including Ph.D), theses, project reports, sponsored research projects (Proposals/ Reports) or in reviews, books, monographs, case studies, etc.

- (i) Authors should cite/quote others work whether published or unpublished in all communications.
- (ii) Other's work may be published in journal / proceedings of conference / seminar / workshop, available on website, orally presented in seminar or personally discussed
- (iii) As IIIT policy plagiarism check must be done before submission of project proposals/reports, theses, research papers, review articles, books, monographs, case studies etc.

2. Forgery of Research Data:

Data forgery and misrepresentation are very serious transgression. These may include fabricated result, false statement, deliberate exclusion which present results in desired manner, and reporting anticipated results for which experiments have not been performed.

Withholding results not anticipated or which do not confirm the hypothesis is also considered scientific misconduct.

Complete and accurate record of experimental data from which final conclusion or theses is being prepared should be maintained. Data Storage whether electronically or hand written should have dates.

Publication should not be listed as submitted (in anticipation) or accepted unless author has received letter of acceptance from the editor handling manuscript.

Author should not publish same research in two places including abstracts, even if publishing a portion for unavoidable reasons; citation must be included to avoid 'self-plagiarism'.

If plagiarism has been noticed, it is the authors responsibility to correct or retract article as per journals specifications.

3. Misuse of Confidential Information:

Confidential information can be received as reviewer of grant application, peer reviewer of journal or as examiner of project viva/theses seminars/exams. Misuse of privileged information in such cases deprives original thinker of prior publication benefit and subsequent credit, and is severe form of research misconduct.

Person contributing confidential information to unauthorised person, who indulges in plagiarism, will share responsibility of misconduct.

4. Research involving Human Subjects:

In case of research involving human subjects or human samples (body fluids or tissue), the work will only initiate after the approval from JIIT Institutional Ethical Committee (IEC) [which has been formed as per ICMR guidelines]. Faculty members may submit the application to IEC in prescribed format with details of protocol of the proposed research, ethical issues involved in the study and plans to address these issues. Social or behavioural projects involving confidentiality of patients/subjects also require clearance from IEC.

5. Bio-safety:

The research projects involving laboratory experiments in biotechnology should be brought to the notice of IBSC (Institutional Bio-safety Committee) which works under the guidance of DBT (Department of Biotechnology, Govt. of India). Prior permission from IBSC should be taken for projects involving genetic engineered organisms, human/animal cells, transgenic plants, known/unknown microorganisms, toxic and allergic compounds, human samples (project cleared by IEC). An issue related to bio-safety should be brought to the notice of Chairman of IBSC.

As a policy all members (faculty, scholars, project/member and students) shall follow the above meticulously and

- (i) While communicating with JIIT administration regarding any of the items mentioned in 1.(iii) above will attach a plagiarism report from LRC using the software available there.
- (ii) In case of items (2) to (5) give a certificate categorically certifying that no such issue is involved and own full responsibility for issues, if any, which may arise at a later date.

In case of any serious scientific misconduct, a committee constituted by VC, comprising of a Dean, concerned HoD and three other members will investigate the charges and VC may take appropriate action based on the findings / recommendations.