SRI BALAJI VIDYAPEETH

Deemed-to-be University
U/S 3 of UGC Act 1956
Accredited with 'A' grade in the First Cycle by NAAC

SBV POLICY 2019

RESEARCH PROMOTION

SRI BALAJI VIDYAPEETH

(DEEMED-TO-BE-UNIVERSITY)
ACCREDITED WITH "A" GRADE BY NAAC IN THE FIRST CYCLE
PILLAIYARKUPPAM, PONDICHERRY 607 402

SBV POLICY FOR RESEARCH PROMOTION - 2019

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Prepared by	Reviewed by	Approved by
Name: 1. Dr. Selvaraj Stephen 2. Dr. Karthika Jayakumar 3. Dr. Pratebha Balu **Designation:** 1. Assoc. Dean [Research] MGMCRI 2. Assoc. Dean [Research] SSSMCRI 3. Assoc. Dean [Research] IGIDS	**Name:** Dr. Adithan C **Designation:** Dean – Research, SBV	**Name:** Prof. A.R. Srinivasan **Designation:** Registrar, SBV
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Date	Edition Number	Brief Description of change	Change Request Number
25/06/2015	**Original**	----	
17.12.2019	First Revision	Modification in the preamble and Purpose of the policy	SBV/RES PRO/PL/01 / 2015 Page 2 and 3
17.12.2019	First Revision	Introduction of Sri. MVK. Iyer Fellowship of Rs. 15,000/- pm and an annual contingency of Rs. 50,000/- will be sanctioned to meritorious Full-time Ph.D. scholars of SBV	SBV/RES PRO/PL/01 / 2015 Page 5
17.12.2019	First Revision	Inclusion of Urkund – Plagiarism check soft ware	SBV/RES PRO/PL/01 / 2015 Page 7
17.12.2019	First Revision	Introduction of conduct of annual International Health Research Convention at SBV	SBV/RES PRO/PL/01 / 2015 Page 7
17.12.2019	First Revision	Adding Start-up as a additional component of innovation ecosystem	SBV/RES PRO/PL/01 / 2015 Page 8
17.12.2019	First Revision	Urkund Plagiarism check software is made available freely to all faculty and scientists to enable to do plagiarism check.	SBV – RES PRO-PL- ORG/2014 Page No: 9
17.12.2019	First Revision	Reconstitution of the Seed Money Committee	SBV/RES PRO/PL/01 / 2015 Page 11

17.12.2019	First Revision	Revision in providing financial support for faculty and students to attend conferences /workshops Inclusion of provision for annual membership fee of professional bodies for faculty	SBV/RES PRO/PL/01 / 2015 Page 12, 13 and 14 Page 12
17.12.2019	First Revision	Reconstitution of the Financial Support Committee	SBV/RES PRO/PL/01 / 2015 Page 14
17.12.2019	First Revision	Addition of provisions in Clause on incentives for faculty, scientists and students. Scheme on cash awards for Extramural Research Grants Endowment Prize Cash awards for other recognitions.	SBV/RES PRO/PL/01 / 2015 Page 16
17.12.2019	First Revision	Formation of Publications Oversight Committee and its functions.	SBV/RES PRO/PL/01 / 2015 Page 21
17.12.2019	First Revision	Guidelines on Plagiarism Check	SBV/RES PRO/PL/01 / 2015 Page 21

TITLE AND APPLICABILITY: SBV POLICY FOR RESEARCH PROMOTION - 2019

The policy on Research Promotion at Sri Balaji Vidyapeeth (SBV) will henceforth be known as **"SBV POLICY FOR RESEARCH PROMOTION - 2019".** This policy is applicable to all the Constituent Colleges and Centers of SBV- both in campus and off-campus.

1. PREAMBLE

Sri Balaji Vidyapeeth (SBV) is a Health Sciences Deemed to be University accredited by NAAC with A Grade. **SBV** is one among the **top 100 Universities** in India, as per India Rankings 2019 published by NIRF (MHRD, Government of India). At any given timeline, SBV has nearly **four thousand** students pursuing various courses in the **six constituent colleges**, viz., Mahatma Gandhi Medical College and Research Institute (MGMCRI), Shri Sathya Sai Medical College and Research Institute (SSSMCRI), Indira Gandhi Institute of Dental Sciences (IGIDS), Kasturba Gandhi Nursing College (KGNC), School of Pharmacy (SoP) and Shri Satiya Sai College of Nursing (SSSCON), **seven centres** - Medical Simulation Centre (MSC), Centre for Yoga Therapy, Education and Research (CYTER), Central Inter-disciplinary Research Facility (CIDRF), Centre for Health Professions Education (CHPE), Centre for Music Therapy, Education and Research (CMTER), Centre for Animal Research and Training service (CAReTs) and Advanced Surgical Training and Research Academy(ASTRA), Centre for Animal Research and Training Service (CAReTs). These endeavors are enabled through the Faculties of Medicine, Dentistry, Nursing, Pharmaceutical Sciences and Allied Health Sciences (AHS).

This policy on Research Promotion elaborated by Sri Balaji Vidyapeeth, in order to nurture and accelerate research in both conventional and emerging areas as detailed in this document, namely **"SBV Policy for Research Promotion - 2019"** and will consist of the clause on providing Seed Money, Financial Support to faculty to attend conferences/workshops, providing incentives to faculty, scientists and students, Code of Ethics for Research and Publications.

The overall objective of this policy is to **achieve excellence in fundamental as well as applied or translational the research** leading to National and International recognition along with the top Health Care Universities in India. Therefore, to achieve this benchmark, SBV realizes the significance of setting priorities around basic and

translational research for development of bench to bedside solutions, quality of research and development of clinically relevant innovative products and protocols for benefit to the community at large.

2. PURPOSE OF THE POLICY:

The Research Promotion policy of SBV has been put forth with a view towards creating a congenial environment for undertaking evidence based research at all Institutes and Centres of SBV. This will also be applicable to the upcoming "MGM Advanced Research Institute" (MGMARI) and all other new R&D initiatives in the near future.

3. SCOPE AND TERMS OF REFERENCE

Keeping in view the National Health Policy as well as the expectations from the apex Accreditation Council and Board, SBV has decided to earmark niche areas in translational research and biological sciences, clinical trials, augmented Intellectual property related activities and artificial intelligence including Big Data and Internet of Things.

The activities include:

- Identification of thrust areas related to Basic and Applied Research
- Provide **protected time for planning and execution of research** from out of regular clinical engagements.
- **Provide skilled support and information for grant applications**; navigation of regulatory and approval processes and delivery of studies, including where these span different organizations and sectors.
- Take measures **for promoting recognition regulatory, statutory bodies and funding agencies** of the quality of research, facilities and laboratories through certificates, grants and awards.

Train, mentor and support research activities to deliver high quality translational and applied health services research of direct patient benefit in our priority areas of research. The activities include:

- **Provide state-of-the-art clinical research facilities** and infrastructure, and enable access to them.

- Increase the **participation in Government and Non- Governmental Portfolio** clinical studies.
- **Identify emerging talent** and provide academic mentorship.
- Promote and develop patient/public involvement for all clinical studies.

Develop a culture in which research and innovation are embedded in routine clinical services leading to improvements in patient care. The activities include:

- Provide **Seed Money** (Intramural Research Grants) active faculty appropriate financial resources to deliver research. Engaged actively in priority research.
- Provide handholding support and incentives publications, research and innovation in high quality clinical care.
- Encourage faculty, scientists, research scholars and students to attend National/ International conferences/seminars/Continuing Education Programs/workshops for research capacity building.
- Encourage and nurture students, research scholars to appear for examinations and national test conducted by various Central and State Government agencies for obtaining research fellowships and young scientist grants for augmenting to research requirements in Ph.D and Post-doctoral studies.
- Shri. MVK. Iyer Fellowship of Rs. 15,000/pm and an annual contingency of Rs. 50,000/- will be sanctioned to meritorious full-time Ph.D. scholars of SBV and can be revised from time to time.
- Augment and provide open **innovation opportunities by strengthening its innovation ecosystem** through transparent and facilitative measures, encouraging collaborations and technology transfer with private sector, competency building, and seed money for proof-of-concept R&D, encouraging multidisciplinary and interdisciplinary interaction among basic science researchers and clinicians and AYUSH system of Medicine.
- Guiding and facilitating **IPR related activities** amongst faculty and students of SBV **(copyrights, patents and technology transfer)**

Promote partnerships **and networks within Constituent Colleges and Center of SBV** and also with local, regional, national and international research institutions and

universities and hospitals in the public and the private sector to strategically and operationally align our research and clinical strengths and support the delivery the overall objectives of this policy. **The activities include:**

- Generate critical mass by aiming for closer integration across the partnerships by aligning our research infrastructure and investment priorities.
- **Handholding and facilitating** faculty, research scholars, scientists and students in Grant writing for submitting proposals (concept proposals as well as full proposals) **for extramural funds** (EMR) to maximize external funding for research and innovation.
- Extramural Research (EMR): Immediately following the announcement of EMR projects by funding agencies, the Deanery Research will conduct workshops to facilitate the investigators in submitting their concept/full proposals.
- Establish agreements with all kinds of mentioned above partners to ensure efficient and seamless working, maximizing research productivity and income and removing bottlenecks and delays at project start-up.

Promote outreach activities of providing information, education, and communication to a large section of community around the Constituent Hospitals and in the region aligning with the mission statement of SBV "To be inclusive and committed to promoting wellness and empowerment of the society", the outreach department at SBV committed to enablers.

4. IMPLEMENTATION OF POLICY AND GUIDELINES:

The above scope and terms of reference are implemented through effective enabling mechanisms, committees, expert consultations and voluntary code of conduct and obligations of faculty and researchers as given below:

- **CUSTODIAN OF RESEARCH POLICY:**

- SBV has established a Deanery of Research, headed by the Dean Research who is supported by Associate Deans drew from Constituent Colleges. The Deanery Research formulates implements and periodically updates the research policy of SBV continuously.

Deanery Research functions under the guidance of the Vice-Chancellor of SBV.

- The Dean – Research is the custodian of Research Policy and the Appellate Authority will be the Vice Chancellor.

- **SETTING PRIORITIES:**

i. Currently the priority areas fall in the four domains: **Infectious and neglected diseases; metabolic syndromes and diseases; inflammation and immunology and artificial intelligence.**

ii. Established technologies like **genomics**, **genetic engineering, computation biology, and bioinformatics, molecular diagnostics, stem cell biology, artificial intelligence, repurposing of drugs, bio-design epidemiology and evidence-based AUYUSH system of medicine** would be deployed to understand the diseases pattern and address various issues related to the management of the disease.

- **INCULCATION OF SCIENTIFIC TEMPER IN FACULTY**

In order to institutionalize and promote quality research and innovation and performance as envisaged in the scope of the policy the following measures are taken

- **SBV faculty** and research scientists are expected to undertake research, leading to **quality publications (minimum one per year),** and presentations in National/International **Conferences of repute**, generation of Intellectual property (**copyright, patent, and technology transfer**) with potential for commercialization and that benefit society. Research should be published in journals approved by the respective statutory/regulatory bodies/agencies and preferably in high impact factor journals.

- **Code of Ethics for Research**: SBV has registered committees for Human Ethics, Animal Ethics and Clinical Drug Trials.

- **Research Methodology & Ethics, Plagiarism and Publication oversight**: Every academic year SBV conducts Research Methodology and Ethics course for Ph.D and M.Phil Students.

- **Urkund** – Plagiarism check software is made available freely to all faculty and scientists to enable to do plagiarism check.

- A mechanism has been institutionalized for recommending and sanctioning of **Seed Money from the revolving SBV research fund** to faculty and Ph.D students for carrying out research work to enable them to generate primary data and knowledge so as to apply and seek grants from extramural funding agencies.
- Constitution of Working of **Research Advisory Board (RAB)** as per the guidelines of the regulatory agencies (UGC and MCI) to facilitate research promotion and quality research the approach through the guiding and supervising for and enabling quality research through Ph.D. and M.Phil research programs and monitoring by duly constituted **Research Advisory Committee (RAC).**
- Promoting and financial assistance of Short-term **Research Projects for Undergraduate students** under the guidance of faculty members **(SBV STS).**

- **FACILITATION, INCENTIVES AND AWARDS TO FACULTY AND RESEARCHERS :**

- **SBV facilitates** faculty, research scholars, scientists and students to **publish their research** findings in high impact peer-reviewed indexed journals.
- To provide one time Contingency grant for Ph.D scholars in the form of SBV Research Assistant Fellowship**.**
- Implementation of performance-linked incentive system on the basis of yearly research outcome.
- Provides recognition and **incentives for** publishing in Journals with **high impact factor**.
- Implementation of a performance-linked incentive system to faculty on the basis of annual research outcome.
- **Conduct of International Health Research Conventions every year** to share cutting edge research findings in emerging and niche areas thus increasing visibility of SBV globally.
- **IPR facilitation: All the expenses incurred towards Patents, Copyrights & Technology transfer are to be fully funded by SBV.**
- SBV has a **consultancy policy** for revenue sharing.
- Promotion of substantial industry collaboration and consultancy.

- **Research Facilities – Augmentation and Access:**

- As a policy SBV would augment equipment and facilitate from time to time depending upon the need and services are made available for R&D to all its constituents. To be effective, for this purpose, SBV has a central interdisciplinary Research Facility (CIDRF), Animal house, museum, media lab, Health Informatics Wing and Clinical Trial Centre.
- The Central Inter-disciplinary Research Facility (CIDRF) has state-of-art research facilities in the field of modern and new generation biology. It bridges the gap between basic and translational research and serves to the needs by offering research training for students, young and mid-level faculty from SBV and other institutes to initiate independent and collaborative research projects. It supports clinicians by providing molecular diagnostics and therapeutic research. Due to **functional collaboration** through shared objectives with **Computational and Biomedical Engineers in the vicinity in at Rajiv Gandhi College of Engineering and Technology (RGCET) Pondicherry**, SBV University is growing as a **'Translational Health Science Cluster'** in this part of the country. SBV has scientists, clinicians, super specialties, engineers, facilities and centers across the entire value chain from basic research to application from bench to bedside/patient level.
- The current support for the establishment of the upcoming "MGM Advanced Research Institute" (MGMARI) in the campus which shall network and link all the constituents and resources of the MGM the group is the latest example of such encouragement for Research and Innovation (R&I) and its resources.

- **<u>Recognition of Departments by Regulatory Councils:</u>**

- SBV is **recognized as** Scientific and Industrial Research Organization (**SIRO**) by Department of Scientific and Industrial Research of Ministry of Science and Technology (**MOST**), Government of India.
- **International agencies have recognized** centers **like Medical Simulation Centre (MSC) and CYTER (Centre for Yoga Therapy, Education and Research).**

- **<u>Innovation ecosystem& Start-ups:</u>**

- SBV is strengthening its innovation ecosystem through transparent and facilitative measures encouraging collaborations, competency building, and seed money for

proof-of-concept. Besides, R&D, multidisciplinary and interdisciplinary interaction among basic science researchers at CIDRF, and clinicians and AYUSH system represented by CYTER and Centre for Music therapy in the campus and neighboring institutes in Pondicherry and outside.

- To encourage open innovation a novel **"Innovation Café and Incubation Center" and the "Entrepreneurship Cell"** have also be initiated with successful activities and responses. The **SBV Innovation Council is registered** (IC 201912670) as an initiative of Ministry of Human Resource Development (**MHRD**), Government of India.

- **MoU and Non – MoU Collaboration:**

- SBV would foster **MoUs** with Governmental and Non-Governmental agencies including Philanthropists.

5. CLAUSE ON PROVIDING SEED MONEY TO FACULTY:

Seed Money/IMR grants will be made available to all the aspiring regular Faculty of SBV.

All requests for Seed Money will be initiated by the Principal Investigator (Faculty or Guide) and forwarded to the Office of the Dean (Research) through the Dean/Principal/Director of respective institutions.

One Faculty Member can submit a maximum of two research proposals at any given time, as Principal Investigator.

Only such of those new research proposals submitted by the Faculty, which are cleared by the Institute Research Council and relevant Ethics Committee will be considered

Applicants are required to submit two Sets of applications in the prescribed form and the soft copy (CD) of the project has to be necessarily appended.

Unless stated otherwise, the duration of each project is normally 2 years. It may be extended by another six months for valid and essential reasons.

It is expected that every research proposal financially supported by SBV will result in at least one research publication in UGC approved journals.

Faculty who do not publish research papers from previous grant will not be eligible for subsequent grants.

Publication in UGC approved journals having impact factor will be recognized by SBV for reward as per University norms.

Research Seed Money

The university will provide financial assistance for research proposals which are not submitted to any external agency for funding. The maximum amount against this head will be Rs. 2.5 lakhs per proposal. This can be used to cover the cost of purchase of kits, chemicals, stationary and local travel (only for epidemiological study). In exceptional cases, research projects involving more than one institution and addressing public health problems/ establishment of a specialized lab facility, purchase of hi-tech equipment and manpower may be considered for higher amount on a case by case basis. Amount in excess of Rs. 2.5 lakhs and additional request for enhancement will require sanction of the Research Grants Committee.

All routine investigations for research purposes will be free of cost. Request for costly investigations - both available in SBV and those to be outsourced – should be submitted by the respective Principal Investigator as request for Seed Money for the project.

Process of Approval

Decision on sanction of seed money for research will be made by a Committee headed by the Dean (Research). Sanction order will be issued by the Dean (Research) to the Principal Investigator (PI).

Procedure for purchase of consumables/ reagent kits/ equipment and other materials from Seed Money

1) The Principal Investigator should submit their proposal for purchase of consumables/reagent kits/equipments and other materials to Dean (Research), SBV through their respective Head of the Department and the Head of their Institution for approval. The proposal should have the: (a) Name of the Principal Investigator, office address, email id and contact phone number (mobile and office number) (b) project name and amount required (c) minimum three quotations and a comparative statement certified and approved by the Lab-in-charge (d) selected supplier name, address and contact details.

2) The Purchase Department will issue Purchase Order (PO) based on the lowest quotation as recommended by the Lab-in-charge to the supplier concerned with intimation to the concerned PI/Accounts Section/Central Stores of the respective college/Dean (Research).

3) The supplier will deliver- the consumables/reagent kits/equipments and materials to the Central Stores of the respective college according to PO.

4) The In-charge of Central Stores of the respective college will intimate to the PI after receiving the materials. PI will check the materials and to certify that they have received the goods as per PO.

5) The payment for the purchase of items will be made directly to the supplier. Money will not be paid to the Principal Investigator (PI).

6) Sanctioned Research Grants shall be utilized properly to complete the project as per schedule without fail. Any Violation will be viewed seriously.

7) The PI of Shri Sathya Sai Medical College & Research Institute and Shri Sathya Sai College of Nursing should get sanction orders from Dean (Research) for their projects. The PI will get their Consumables/ reagent kits/ Equipment and materials through the Purchase Department and Central Stores of SSSMCRI and the payment will be settled by the Accounts Department of SSSMCRI. The PI of SSSMCRI will follow the same procedure applicable in MGMCRI. Accounts Department of SSSMCRI should maintain separate accounts for Research Grants of SBV.

Committee to look into the proposals for Seed Money

The Committee is reconstituted with the following members will consider allotment of Seed Money for research:

Sl. No	Designation	Roles
1	Dean – Research, SBV	Chairperson
2	Dean – MGMCRI	Member
3	Dean – SSSMCRI	Member
4	Principal – IGIDS	Member
5	Principal – KGNC	Member
6	General Manager (Admin), SBV	Member
7	General Manager (Finance)	Member
8	Head of the Department(s) concerned	Member(s)
9	Sr. Statistician & Research Consultant, SBV	Member Secretary

6. CLAUSE ON PROVIDINGFINANCIAL SUPPORT TO FACULTY AND STUDENTS TO ATTEND CONFERENCES/WORKSHOPS AND PAYMENT OF MEMBERSHIP FEE OF PROFESSIONAL BODIES TO FACULTY

Faculty

a) All Faculty (Asst. Professor and above), who are in regular service and completed one year of service are eligible under this clause.

b) The faculty will be eligible for one reimbursement claim per year for National Conference and once in two years for International Conference as per Calendar Year (January to December).

c) The Faculty should be the presenter of the paper/invited speaker/orator/ chairing a session/member of panel discussion or judge for a prize session, provided no other agency has given financial help for the same. The research work should be the outcome of the research done in the SBV. Presentation of single case report either as an Oral or Poster Presentation is not eligible for full financial support.

d) If a faculty does not fulfill any of the above criteria, if they produce evidence of attending National/International/regional conferences/workshops they will be given a fixed amount of Rs. 1000/-

Students

Students are Eligible for one reimbursement claim per year for National/Regional Conference.

(a) Ph.D and Postgraduate students, who have completed 2 years of course, should be first author of the paper to be presented as an oral presentation. The research work should be the outcome of the research done in the SBV.

(b) ICMR STS award students who are selected for prize session and making oral presentation as first author.

Funding (for National Conferences)

Faculty

a) Registration fee: Only Early Bird Registration fee will be paid and restricted to Rs. 8000 only.

b) TA will be payable to those faculty who are principal author of a paper/poster presented at the conference.

c) TA will be paid at the cheapest (shortest route) economy air fare rates, if the distance to the conference venue is more than 600 kms from headquarters. If the distance is less than 600 kms, TA will be paid at the First Class Rail fare.

d) Air ticket should be booked at least 15 days before the travel.

e) Taxi fare of Rs. 6,000/-(Rupees six thousand only) will be sanctioned for the to and fro journey from Pondicherry to Chennai (for SBV campus).

f) For SSSMCRI, Taxi fare to Chennai airport drop or pick up one way fare is Rs. 1,150/- (to & fro: Rs. 2,300/- and after 10.00 pm, the taxi fare will be Rs. 1,500/- for one way (to & fro: Rs. 3,000/-).

g) Those are travelling by own Car/Taxi, the TA will be restricted to Rs. 10/- per km. Road travel is limited to a maximum of 600 km. (includes to and fro distance to the venue)

a) Travel support will be restricted to the Second Class AC train fare or Bus fare by shortest route.

Students:

a) For PG and Ph.D students, only Early Bird Registration fee will be paid and restricted to Rs. 2,000/- only.

b) For ICMR-STS (UG), Rs. 2,000/- towards registration fee.

For International Conferences

Delegation fee (limited to a maximum of Rs. 25,000) and 50% of cheapest airfare may be sanctioned to those Faculties, who have completed 3 years of regular service and those who fulfill the following requirements:

i) The faculty will be eligible for one international reimbursement claim every 2 years.

ii) Their papers should be of a high quality based on work done at SBV and invited specifically by the organizers to the conferences for presentation in view of the importance of the paper.

iii) Routine submission by the authors and acceptance as Poster or Paper without a specific invitation in their name will not qualify.

iv) The claimant should be the first author in the Podium or Poster Presentation.

v) In the event the faculty participate in the conference at their own cost, but receive awards for best papers/posters at the conference they also will be eligible for reimbursement of a maximum of Rupees Twenty Five Thousand and 50% of travel expenses, provided they do not receive any other financial support for attending the conference, subject that they have completed three years of regular service.

vi) Air fare will be restricted to cheapest economy class. It should not exceed Air India fare on the day of booking. Air ticket booking should be done at least one month in advance.

vii) The decision on reimbursement of delegation fee and travel expenses to participants for International Conferences will be decided by the Chairman of the SBV Trust

Procedure for getting prior permission and reimbursement

Along with the request for reimbursement of TA/Delegation fees, the following should be submitted:

a) Prior permission should be obtained from the supervising authority (HOD and Dean) at least 15 days before attending the conference/workshop. A copy of this is to be sent to the Office of Dean (Research).

b) The Supervising Officers should mention in the approval letter that such an attendance or training or workshop is beneficial to the Institute.

c) Prior sanction to be obtained from the Dean – Research for quantum of refund against delegation fee, TA, etc., at least 15 days before attending the conference.

d) Certificate of attendance (original) has to be submitted after the program.

e) Proof of presenting scientific papers/posters and giving Guest Lectures, etc., in the CME program, Conferences has to be submitted after the event.

f) Delegation fee receipt (original) to be submitted.

g) Air – ticket and boarding pass for air travel and original tickets of train, bus and taxi receipt to be submitted

h) Prescribed format should be submitted for prior permission and reimbursement

Committee for approval of Financial Support to faculty to attend conferences/ workshops

The following Committee will consider allotment of seed money for research and the reimbursement request (for attending workshops/conferences) approval:

a) Dean (Research) - Chairman

b) Dean - MGMCRI - Member (for MGMCRI)

c) Dean - SSSMCRI - Member (for SSSMCRI)

d) Principal - KGNC - Member (for KGNC)

e) Principal - IGIDS - Member (for IGIDS)

f) G.M (Admin) - Member

g) G.M (Finance) - Member

h) Registrar - Member

i) HOD - Member (for respective Dept., faculty)

j) Sr. Statistician &
Res. Consultant- - Member-Secretary

Norms for incentives to faculty, who are attending National/International and other CMEs, workshops, but are not presenting paper/poster and giving guest lectures at CMEs etc.

- The facility is offered to all faculties once in a year.
- The term conference will cover all annual conferences of National/ International/Regional conferences/Workshops. For other conferences, eligibility will be decided on a case by case basis by the Committee.
- Certificate of attendance (original) should be submitted with the request for sanction of their incentive amount.
- On satisfaction of the above criteria, they will be given a fixed amount of Rs. 1000/-

Payment of annual membership fees for professional bodies for faculty

The faculty will be eligible for annual membership fees for professional bodies during their tenure of service.

7. CLAUSE ON INCENTIVES FOR FACULTY, SCIENTISTS & STUDENTS SCHEME – I - SBV STARTER GRANT

Guidelines:

1. Entry level regular faculty members of all faculties of SBV at the level of Lecturers/Assistant Professors alone are eligible for this scheme, for SBV Starter Grant.
2. This SBV Starter Grant Scheme is for young faculty members who start their teaching and research career to develop preliminary research data based on which, the awardees would be encouraged to submit major research proposals to National and International funding agencies in future.

3. The call for research proposals would be made by the Dean Research, SBV in the months of January and July every year.

4. All proposals received would be evaluated for their quality by a committee headed by Dean of Research, SBV. The recommendations of the Committee need to be approved by the Vice Chancellor, SBV.

5. All the faculty members (Lecturer/Assistant Professor) who joined the institute for a period not less than 6 months and not more than 12 months basically become eligible for applying for this SBV Starter Grant.

6. The Project period is one year from the date of sanction and is expected to be conducted by the faculty member himself or herself. Hence no manpower would be supported in the Grant.

7. The budget for the Grant is Rs. 2,00,000 is for a period of one year. However, the PI can apportion the quantum under each head as per the requirement with suitable justification within the maximum limit of Rs. 2.0 lakhs.

8. It is expected that the grantee shall submit the report of the research done, in duplicate copies to the Dean – Research, SBV and also publish the outcome of research in an UGC CARE listed journal.

SCHEME II – CASH AWARDS FOR PUBLICATIONS

1. In order to honour the research contributions of the faculty, scientists and students, SBV provides cash awards and commendation certificates for the eligible persons.
2. The cash award for the publications depends on the Impact Factor of Web of Sciences.
3. Original research articles, invited reviews (with proof) and meta-analysis published in SCOPUS/WoS/PUBMED/UGC-CARE indexed journals with Web of Science Impact Factor will be considered for awards to faculty and Research Scientists.
4. The author should be first or corresponding author and the cash award will be shared by both,

WoS Impact Factor	Cash Award
<1	Rs. 2,000/-

1-2	Rs. 3,000/-
>2	Rs. 5,000/-

5. Original research articles, invited reviews (with proof) and meta-analysis published in SCOPUS/WoS/PUBMED/WOS/UGC-CARE indexed journals without Web of Science Impact Factor will be considered for awards to faculty and Research Scientists. The cash award of (Rs. 1,500) will be shared between first and corresponding authors.

6. Cash awards for Narrative Review articles/Short communications/Case reports/ Case series published in SCOPUS/Web of Science/PubMed/UGC-CARE indexed journals with Web of Science Impact Factor to faculty and scientists as follows,

WoS Impact Factor	Cash Award
<1	Rs.1,000/-
1-2	Rs. 1,500/-
>2	Rs. 2,500/-

7. Authors from SBV, who have published articles in SBV Journals (Annals of SBV, Journal of Scientific Dentistry, Pondicherry Journal of Nursing and SBV Journal of Basic, Clinical and Applied Health Science), will be awarded Rs. 1500/- for research and review articles and Rs. 1,000/- for other category of articles. This will be shared equally by first author and the corresponding author of the article.

8. Faculty/Scientists with 10 or more publications in SCOPUS/Web of Science/ PubMed/UGC-CARE in one year (original research articles, Letter to Editor, Meta-analysis, Review articles, Short communications, Case reports, Case series irrespective of the authorship will be awarded Rs. 25,000 to Faculty and Scientists.

9. Contributions as Editor for a Medical Text Book/Medical Journal with SBV Affiliation for a period of three continuous years will receive a cash award of Rs. 10,000 and including Faculty and Scientists.

10. Contributions as 'author for writing chapters' in a text book with SBV affiliation will receive a cash award of Rs. 2,000 and including Faculty and Scientists.

11. Postgraduates publishing their dissertation as original research article as FIRST AUTHOR in SCOPUS/Web of Science/PubMed/UGC-CARE will be receiving Rs. 5,000 and will be shared equally with their guide.

SCHEME – III – ICMR – STS AWARDS

1. The main objective of ICMR – STS provides opportunity to undergraduate medical and dental students to familiarize themselves with research methodology and techniques.
2. SBV in order to further encourage the Undergraduate medical and dental students whose project reports have been accepted by ICMR for ICMR – STS project upon completion will be awarded Rs. 5,000/- per student. Also, their respective guides will be awarded Rs. 5,000/- by SBV.
3. For such of those students whose submitted protocols have been rejected by ICMR, SBV awards them Rs. 5,000/- in order to encourage the students to pursue their research. This will be given only upon a proper application from the student desirous of continuing the research. The application has to be forwarded by their respective guides and Dean/Principal of their colleges concerned and addressed to Dean Research, SBV.

SCHEME – IV – SBV – STS AWARDS

1. A Cash award of Rs. 5,000/- each for the student and the Guide is awarded for submission of project completion report and manuscript publication/ acceptance for publication in SCOPUS/Web of Science/PubMed/UGC CARE listed journals.

SCHEME – V – CASH AWARDS FOR EXTRAMURAL RESEARCH GRANTS

1. SBV in order to honour the recipients of Extramural research grants will award a cash award to them as follows:

Amount received as Extra Mural Research Grants	**Cash Award**
Rs. 5 lakhs – Rs. 20 lakhs	Rs. 10,000/-
Rs. 21 lakhs – Rs. 50 lakhs	Rs. 20,000/-
>Rs. 50 lakhs	Rs. 40,000/-

SCHEME – VI – ENDOWMENT PRIZE

Prof. G. Subramanian Endowment Prize will be awarded by SBV for the following categories,

- Best Postgraduate Research Paper
- Best Faculty Research Paper
- Best Ph.D Research Paper

The above award will be awarded by SBV during the SBV Annual Research Day celebrations

SCHEME – VII – CASH AWARDS FOR OTHER RECOGNITIONS

SBV in order to honour and felicitate the faculty/scientists for their achievements, awards and recognitions received outside SBV will receive the cash ward/ commendation certificate under the following categories:

Category	Role	Cash Award with Commendation Certificate
Governance	Member of any Statutory Committee – International	Rs. 25,000/-
	Member of any Non-Statutory Committee – International	Rs. 15,000/
	Member of any Statutory Committee – National/Regional/State/UT	Rs. 10,000/-
	Member of any Non-Statutory Committee – National/Regional/State/ UT	Rs. 5,000/-
	Organising Secretary for International Conferences organised by SBV at SBV	Rs. 10,000/-
	Organising Secretary for National Conferences organised by SBV at SBV	Rs. 5,000/-
Recognition	Reputed International Awards	Rs. 20,000/-
	National Awards by the Government of India	Rs. 20,000/-
	Reputed National Awards	Rs. 10,000/-
	Reputed Regional/State/UT Awards	Rs. 5,000/-
	Awards by Societies/Trusts/NGOs	Rs. 3,000/-

The faculty/scientists will be eligible for not more than three times, for any of the above awards, during their tenure at SBV.

SCHEME – VIII –AWARDS FOR FACULTY FOR COPYRIGHTS & PATENTS

1. SBV through its Research Fund will sponsor the entire cost involved for filing any patent or copyright by its faculty/scientists. The applications for the same will be received by MIPTECH and will be forwarded to the Dean – Research for further action. The Dean – Research, SBV will sanction the actual costs incurred for registration and other procedures as Seed Money from SBV Research Fund.
2. Once the Patent is granted or a copyright is registered in the affiliation of SBV, the author will receive a commendation certificate from the Vice Chancellor.

SCHEME – IX –SEED MONEY & FINANCIAL ASSISTANCE FOR FACULTY TO ATTEND WORKSHOPS AND CONFERENCES / SEMINAIRES

This scheme pertaining to Seed Money and Financial assistance for faculty to attend workshops and conferences/Seminaries will be governed by the Policy pertaining to Seed Money and Financial Assistance for Faculty to attend Workshops and Conferences/ Seminaries respectively.

Note: It is to be noted that the Faculty/Scientists/Students will be eligible for cash award or commendation certificate only if their work is original and the affiliation is in the name of Sri Balaji Vidyapeeth.

SBV reserves the right to select or reject any one for any of the above mentioned cash awards or commendation certificates based on its own ethics and reasons known.

SBV reserves the right to withdraw any announced/awarded awards or certificates at any point of time if the work done for receiving the honour is found to be duplicated or forged.

SCHEME – X - RECOGNISING THE AWARDEES BY SALARY INCREMENT AND CAREER ADVANCEMENT

1. SBV will recognize the faculty members who are the recipients of State/National/ International awards with salary increments.
2. The faculty of SBV who are recipients of awards at State/National/International level will be considered for out of turn career advancement but as per guidelines laid down by the respective statutory council concerned.

12. CLAUSE ON CODE OF ETHICS FOR RESEARCH

Responsible Conduct of Research involves components such as planning and conducting research, reviewing and reporting research, responsible authorship and publication of the research work. To ensure highest professional and ethical standards for biomedical and health research at all stages right from its inception, honesty in conduct of research, obtaining relevant approvals, efficiency, judicious use of resources, ensuring accountability, transparency, declaration and management of Conflict of Interest (COI), justice, reliable data collection, handling, interpretation, integrity in analysis, reporting, publication and translation for the benefit of population. Research must abide by ICMR national ethical guidelines.

1. DEFINITIONS

- **Accountability**: The obligation to account for activities, accept responsibility and disclose results in a transparent manner.
- **Fabrication:** The intentional act of making-up data or results and recording or reporting them.
- **Falsification**: Manipulating research materials, equipment or processes, changing or omitting/suppressing data or results without scientific or statistical justification or inaccurate representation.
- **Plagiarism**: The "wrongful appropriation" and "stealing and publication" of another paper or another author's "language, thoughts, ideas, or expressions" and the representation of them as one's own original work or duplicating one's own publication. World Association of Medical Editors (WAME) identifies plagiarism as a condition where six consecutive words are copied or seven to eleven words are overlapping set of 30 letters.
- **Professional competence**: The broad professional knowledge, attitude and skills required in order to work in a specialized area or profession.

- **Research document**: Any research manuscript, research paper, conference paper, oral presentation, case studies, abstract, monographs, books, dissemination report, scientific articles, magazines, newspaper or any other scientific document (such as Ph.D/MD/M.Sc., Dissertation/Thesis or any other) that is to be disseminated outside the institute.
- **Research integrity**: An active adherence to the ethical principles and professional standards essential for the responsible conduct of research.
- **Research misconduct**: Fabrication, falsification or plagiarism in proposing, performing or reviewing research, or in reporting research results.
- **Transparency**: An intentional openness, communication and accountability operating in such a way that it is easy for others to see what actions are performed.
- **Lead Investigator**: The Scientist/Researcher who is in charge of a research document; usually prepares and carries out the research, sometimes analyses the data and reports the results of the work done. Lead Investigator may not be PI but who takes responsibility/authority/lead for the publication/dissemination.
- **Image/Digital Manipulation**: It is the process of alterations, enhancements, transforming, misrepresenting images or photographs by using software/ airbrushing/tools or techniques/digital tools for editing/duplication etc.

2. RESPONSIBILITY

All stakeholders involved in the conduct, review or reporting of research such as researchers, institutions, scientific review committees and ethics committees must ensure research integrity and quality, thereby, upholding the reputation, trust of research participants and meaningful translation of research findings for public health benefits while ensuring judicious use of resources.

3. FRAMEWORK

3.1 The Institute Human Ethics Committee, Institutional Animal Ethics Committee and other committees involved in approving a research proposal should ensure responsible conduct of research in SBV.

3.2 Member secretary of above Committees of the respective constituent college of SBV, with the consensus of Chairperson/Deputy Chairperson and other members of IHEC will monitor research projects for - a) participant enrolment b) serious adverse effects if any c) progress report of the project annually d) study termination and e) study completion

4. RESPONSIBLE CONDUCT OF RESEARCH

4.1 All Biomedical and Health Research must follow ICMR National Ethical Guidelines and maintain research integrity in the conduct of research while ensuring safety of research participants. Other applicable guidelines and regulations must also be followed and required approvals be obtained before initiating research, such as Institutional Human Ethics Committee (IHEC), Institutional Animal Ethics Committee (IAEC), Institutional Committee for Stem Cell Research (IC-SCR), Institutional Bio-safety Committee (IBSC) etc.

4.2 Researcher/s should obtain approval of Institutional Research Committee and Ethics committee as per norms and declare COI, if any. Registration with Clinical Trial Registry-India (CTRI) is mandatory for clinical trials but desirable for other types of research to maintain transparency and accountability.

4.3 Research should be undertaken by persons who are competent with qualifications, having relevant experience/training to collect reliable data, undertake accurate analysis, interpretation and publication.

4.4. Research should undergo peer review in a time bound manner following principles of fairness, honesty and maintaining confidentiality and undertaken by competent reviewers.

4.5. Researchers should be sensitive to societal and cultural values, engage and improve public trust, undertake meaningful research, be accountable to outcomes and take needful steps to protect participants from harm or risks.

4.6. Mentors should lead by example and devote sufficient time to guide and ensure that their trainees (Research Fellows, Associates, Post-doctoral Researchers, students and others) conduct research honestly.

4.7. All raw data should be available and securely kept by the lead investigator that

could be presented later (if needed).

4.8. There should be due considerations for data collection and ownership, plan for publication, translation of outcomes and preservation of data for at least 3-5 years after study completion as it may be needed to confirm research findings, establish priority or be re-analyzed by other researchers or for monitoring by sponsors or regulators. Present requirement is to maintain research records for 3 years in case of biomedical and health research and 5 years for clinical trials as per regulatory requirements.

4.9. For collaborative research there may be requirement for having appropriate Memorandums of Understanding (MoU) and Material Transfer Agreements (MTA) in place.

5. REPORTING AND PUBLICATION

5.1. Completed research irrespective of results must be published and shared on public databases such as CTRI, institute websites or other available relevant platforms.

5.2. Plagiarism or any form of research misconduct is unethical, and this includes self-plagiarism, fabrication, falsification, manipulation of data or images/digital image/use of unreliable or duplicate images, exaggeration on part of results and interpretation, use of wrong statistical tools, gift/ghost authorship etc. Researcher must ensure authenticity of research results before publishing or disseminating information out of the Institution.

5.3. The researcher in case of possible patentability of the research outcome should consult IPR MIPTECH Unit SBV, before publication, if applicable.

5.4. The research documents with acceptable level of plagiarism (<10%) or without identified misconduct shall be approved for forwarded for publication/dissemination.

6. REPORTING AND REVIEW OF RESEARCH MISCONDUCT AND ALLEGATIONS

6.1 The allegations regarding research misconduct can be reported directly to Member secretary of respective college of SBV. Complainant can reveal her/his details or can request to anonymous identity but provide description of misconduct along with supporting documents.

6.2 The member secretary will inform the IHEC members of the issue and a copy will be forwarded to the respondent who will be given an opportunity to provide explanation within a limited time period (15 days).

6.3 On identifying major protocol deviation/lapse of IHEC approval timeline, the member secretary of IHEC of respective Constituent College of SBV, after consensus from Chairperson and other members of IHEC, will notify the same to the concerned Head of Institute. The Head of the institute will forward the same to University Research Monitoring Committee.

6.4 The SBV - Research Monitoring Committee, headed by Vice-chancellor consisting of Dean Research, SBV and Heads of Institutes of Constituent Colleges of SBV, will institute disciplinary action ranging from verbal warning to cancellation of approval/barring PI from further studies/ and or reporting to regulatory trials.

6.5 The IHEC will be given access to inspect any reports, data, manuscripts or any other material considered relevant to the inquiry.

7. SENSITIZATION AND TRAINING

7.1 Needful trainings/workshops should be held periodically for newly recruited/appointed scientific/research/technical staff as an orientation and induction practice to create awareness towards research integrity. Continued education and training is also necessary to keep researchers apprised of contemporary issues related to research integrity and publication ethics.

7.2 The Dean Research and Heads of Institute would facilitate initiatives to organize training programs on regular basis for bringing awareness and updating the skills/knowledge of the researchers regarding the research integrity.

8. GUIDELINES FOR AVOIDING PLAGIARISM

- “Acknowledgment” is the ethically right manner of crediting someone else’s work. In case of verbatim text is being taken from another source, it must be enclosed in quotation marks and by providing citation to indicate its origin.
- Upon utilization of someone else’s work, the essence of the work must be reframed in her/his own words in a summarized version by providing appropriate citation.
- Manipulating references is considered malpractice and is unacceptable. References used in a paper should only be those that are directly related to its contents and in a required style.
- Types of Plagiarism:
- Direct Plagiarism: This includes the complete or partial direct copying or word by word copying of someone’s work without acknowledging the original author.
- Self-Plagiarism: A situation where the person duplicates his previous works or sentences used in a new project or new publications. This is also considered an unethical practice in case of publication in journals
- Mosaic Plagiarism: Copying of idea and general structure of the concept of someone by changing the phrases and words like using synonyms and without quoting.
- Accidental Plagiarism: When the author neglects or forgets to cite the original source or refer to a wrong source or unintentionally paraphrases someone’s idea by using similar words, group of words, and/or sentence structure without attribution.
- Redundant publications ('Salami' publications): This refers to publishing many very similar manuscripts/reports based on the same experiments and same work design.

13. CLAUSE ON PUBLICATION

1. Completed research must be published and added to University publication database.

2. Authors must use a standardized institutional affiliation "Sri Balaji Vidyapeeth (SBV) – Deemed-to-be-University" in all research outputs to ensure clear affiliation with the University.

3. Authors should register for an individual ORCiD2 identifier and should include it on personal webpage, when submitting publications, when applying for grants, and in any research workflow to ensure that the individual is credited for their work and that the correct institutional affiliation is achieved.

4. Authors must acknowledge the source of grant funding associated with a research output in the publication itself.

5. The policy applies to all research outputs, including those published by Ph.D students. Other forms of published outputs, e.g. articles or letters published in the press, may also be added to the institutional repository as they often contribute to the impact of the researchers' work and provide valuable permanent accounts of our research activities.

6. Researcher must ensure authenticity of research results before publishing or disseminating information out of the Institution.

7. Researchers should follow guidelines of International Committee of Medical Journal Editors (ICMJE), Committee on Publication Ethics (COPE) on publication ethics, research integrity and authorship and ensure substantial intellectual role of all authors who are included in the publication or presentation. The articles should not be submitted to any predatory journal for publication.

8. The investigators undertaking research projects in SBV are expected to publish articles in high quality peer reviewed journals indexed with Scopus, PUBMED, WOS and those recommended in UGC-CARE list.

9. It is mandatory for every Postgraduate Student to publish his/her dissertation before completion of Post graduation. If due to unavoidable reasons, they could not publish their dissertation, it is mandatory that they need to submit a signed undertaking to the Head of the Institute, regarding transfer of rights to publish their dissertation and also authorizing the Guide/HOD to sign on their behalf in the undertaking to be submitted to the journal. As per SBV policy on publication, the PG student will be the first author and the Guide will be the second and corresponding author.

10. It is mandatory for the Faculty/PG Students (present and past) associated with SBV to inform (by email) the Head of the Department and Head of Institute about any manuscript that is to be submitted for publication. Further, it is also mandatory for them to inform (by e-mail) the Head of the Department and Head of Institute about any article accepted/ published in a journal

11. The Research Documents with acceptable level of plagiarism (<10%). The signed undertaking is also to be submitted to the Publication Oversight Committee.

12. Publications Oversight Committee of SBV has the responsibility to maintain confidentiality of the draft article submitted by a researcher.

13. Role of all authors should be clearly identified/justified, the authorship should be duly given to all those who have substantially scientifically contributed to the research and may include permanent as well as contractual/temporary staff

14. The ICMJE recommends that authorship be based on the following four criteria:

i) Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work;

ii) Drafting the work or revising it critically for important intellectual content;

iii) Final approval of the version to be published;

iv) Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

15. Contributors who meet fewer than all 4 of the above criteria for authorship should not be listed as authors, but they should be duly acknowledged.

16. Ghost authorship and gifted authorship are not allowed and contributions of all authors should be clearly identified, collaborations if any, may be declared preferably at the time of project initiation or when the collaboration evolves during conduct of research, with the name and details of collaborators stated.

17. All Constituent Colleges of SBV should be provided with access to anti-plagiarism software.

18. Before publication or dissemination, the researcher/ corresponding author should submit the final draft along with details of authorship, undertaking (annexure enclosed) and plagiarism check report to the publication oversight committee

Publications Oversight Committee, SBV

Publication Oversight Committee should be constituted under the Chairpersonship of Dean – Research with the following members,

Dean – Research, SBV	Chairperson
Coordinator for Publications, MGMCRI	Member-Secretary
Editor(s) in Chief of SBV Journals'	Members
Coordinators for Publications – SSSMCRI, IGIDS, KGNC, FAHS	Members
Associate Dean – Research of the Constituent Colleges	Members

FUNCTIONS

1. Collection and compilation of research publications from all Constituent Colleges of SBV and periodically (once a month)updating the same to the office of Dean Research , SBV
2. To ensure plagiarism check is done (using UGC approved software) for all manuscripts before sending for publications.
3. To ensure collection of the signed **Research Integrity Undertaking by the Principal Investigator** as mentioned in publication guidelines of the university**(revised policy)**, from author , before manuscript is sent for publication and **Certificate of Undertaking** in case of **Postgraduate students**.
4. In case of reported misconduct in publications, the Committee will conduct an enquiry and make appropriate recommendations to the university
5. To ensure that SBV affiliation is present in all manuscripts sent for publication

PLAGIARISM

Definition of Plagiarism:

"Plagiarism" means the practice of taking someone else's work or idea and passing them as one's own.

Prevention of Plagiarism:

SBV should establish the mechanism as prescribed in these regulations, to enhance awareness about responsible conduct of research and academic activities, to promote academic integrity and to prevent plagiarism.

Curbing Plagiarism:

a) SBV shall declare and implement the technology based mechanism using appropriate software so as to ensure that documents such as thesis, dissertation, publications or any other such documents are free of plagiarism at the time of their submission.

b) The mechanism as defined at (a) above shall be made accessible to all engaged in research work including student, faculty, researcher and staff etc.

c) Every student submitting a thesis, dissertation, or any other such documents to SBV shall submit an undertaking 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.

d) The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the UGC / SBV.

Levels of Plagiarism for thesis and dissertations:

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

i. Level 0: Similarities up to 10% - Minor similarities, no penalty
ii. Level 1: Similarities above 10% to 40%
iii. Level 2: Similarities above 40% to 60%
iv. Level 3: Similarities above 60%

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 up to 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 program shall be cancelled.

Note 1: 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.

Note 2: 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 SBV Oversight Committee and approved by the Head of the Institution.

Penalties in case of plagiarism in academic and research publications

I. **Level 0: Similarities up to 10%** - Minor similarities, no penalty.

II. **Level 1: Similarities above 10% to 40% -** Shall be asked to withdraw manuscript.

III. **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.

IV. **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, M.Phil., Ph.D. Student/scholar for a period of three years.

Note 1: 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.

Note 2: 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 SBV Publication Oversight Committee and approved by the Head of the Institution.

Note 3: SBV 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 constituent units/centres of SBV is checked for plagiarism at the time of forwarding/submission.

Note 4: If there is any complaint of plagiarism against the Head of SBV, a suitable action, in line with these regulations, shall be taken by the Controlling Authority of the SBV (Chancellor).

Note 5: 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 SBV Publication Oversight Committee and

approved by the Competent Authority, the Vice-chancellor.

Note 6: If there is any complaint of plagiarism against any member of SBV Oversight Committee, then such member shall excuse himself/herself from the meeting(s) where his/her case is being discussed/investigated.

To sum up notwithstanding the above policy statement, **SBV** university is **dynamic** and **flexible its strategy** and approach to accommodate any new areas of research, collaboration, research for quick solutions to emerging needs of national and community and public health at large.

APPELLATE AUTHORITY

For all difficulties pertaining to this policy, the power to remove difficulties rests with the Vice-chancellor, who is the Chairperson of both the Academic Council and the Board of Management.

Sl.No	Role	Name	Designation	Signature
1	Prepared by	Dr. Selvaraj Stephen	Associate Dean [Research], MGMCRI	S. Stephen
		Dr. Karthika Jayakumar	Associate Dean [Research], SSSMCRI	
		Dr. Pratheba Balu	Associate Dean [Research], IGIDS	B. Pratebha
2	Reviewed by	Dr. Adithan C	Dean [Research], SBV	

Approved by: Prof. A.R. Srinivasan, Registrar, SBV