

# MANSAROVAR GLOBAL UNIVERSITY

Research & Development Cell

## POLICY FOR CONSTITUTION OF ETHICS BOARD FOR MAINTAINING RESEARCH INTEGRITY

### 1. Preamble

Mansarovar Global University is committed to upholding the highest standards of academic integrity, ethical research conduct, and intellectual honesty. In compliance with the University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018, dated 23rd July 2018, and UGC (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2022, the University hereby constitutes the following ethics bodies for maintaining research integrity: the Departmental Academic Integrity Panel (DAIP), the Institutional Academic Integrity Panel (IAIP), and the Institutional Ethics Committee (IEC).

### 2. Applicability

This policy is applicable to all students, research scholars (Ph.D. / M.Phil.), faculty members, supervisors, and staff associated with Mansarovar Global University.

### 3. Departmental Academic Integrity Panel (DAIP)

#### 3.1 Constitution

Each Department shall constitute a DAIP comprising the following three members:

S.No.	Designation	Role in DAIP
1.	Head of Department	Chairman
2.	Senior Academician from outside the Dept. (nominated by Head of HEI)	Member
3.	Expert in Anti-Plagiarism Tools (nominated by Head of Dept.)	Member

- Tenure of Members (b) and (c): Two years.
- Quorum: 2 out of 3 members, including the Chairman.
- The Chairman of DAIP and IAIP shall not be the same person.

#### 3.2 Functions of DAIP

1. Receive and register complaints / initiate proceedings relating to plagiarism against students, scholars, faculty, and staff.

2. Evaluate similarity reports generated by UGC-approved anti-plagiarism software for both parties.
3. Classify the level of plagiarism (Level 0 to Level 3) as per UGC norms.
4. Conduct investigation following the principles of natural justice, maintaining transparency, objectivity, and confidentiality.
5. Submit a complete investigation report to the IAIP within 45 days of receipt of complaint / initiation of proceedings.

### 3.3 Investigation Report shall include:

- Details and nature of the complaint (information about both parties).
- Findings of the investigation.
- Level of plagiarism detected (if applicable).
- Recommended penalty(ies) based on plagiarism level and UGC guidelines.
- Any special circumstances or considerations relevant to the case.

## 4. Institutional Academic Integrity Panel (IAIP)

### 4.1 Constitution

The University shall constitute an IAIP comprising the following four members:

S.No.	Designation	Role in IAIP
1.	VC / VC Nominee / Senior Academician of HEI	Chairman
2.	Senior Academician other than Chairman (nominated by Head of HEI)	Member
3.	One Member from outside the HEI (nominated by Head of HEI)	Member
4.	Expert in Anti-Plagiarism Tools (nominated by Head of HEI)	Member

- Tenure: Three years for all members including Chairman.
- Quorum: 3 out of 4 members, including the Chairman.
- The Chairman of DAIP and IAIP shall not be the same person.

### 4.2 Functions of IAIP

6. Review the investigation report and recommendations submitted by the DAIP.
7. Re-investigate the case or verify facts independently, if required.
8. Communicate with both parties impartially, without bias or partiality.
9. Decide and confirm final penalty(ies) with due justification, within UGC and University policy.
10. Submit the final report with penalty recommendation to the Head of the HEI within 45 days of receipt of the DAIP report / complaint.
11. Provide a copy of the report to the person(s) against whom the inquiry is conducted.

## 5. Institutional Ethics Committee (IEC)

### 5.1 Constitution

As per UGC Regulations 2018, an Institutional Ethics Committee (IEC) is established with the following composition:

S.No.	Designation	Role in IEC
1.	Dean – Research	Chairperson
2.	Dean – Faculty / Head of Department (4 members)	Member
3.	External Member – Research Centre	External Member
4.	External Member – Psychologist	External Member
5.	External Member – Sociologist	External Member
6.	External Member – Scientist	External Member

- Tenure: Three years.
- Meetings: Minimum twice per academic year; special meetings may be called by the Chairperson at any time.
- Quorum: One-third of total members.

### 5.2 Functions of IEC

12. Ensure all academic publications (research papers, theses, book chapters, etc.) comply with UGC guidelines on academic integrity.
13. Promote awareness of research ethics through workshops, training programmes, and seminars for students and faculty.
14. Grant ethical clearance for research involving human subjects, animals, or sensitive data, in adherence to ICMR, Helsinki Declaration, and CPCSEA guidelines.
15. Provide guidance and counseling to scholars or faculty who inadvertently fail to comply with ethical guidelines.
16. Recommend corrective actions and refer cases of serious misconduct to the DAIP / IAIP as appropriate.
17. Submit an Annual Ethics Compliance Report to the Vice Chancellor and UGC detailing proposals reviewed, misconduct cases handled, and policy recommendations.

## 6. Anti-Plagiarism Compliance and Penalty Framework

### 6.1 Plagiarism Detection

- All Ph.D. / research submissions must be screened using UGC-approved anti-plagiarism software (e.g., Drillbit, Turn it in, Ouriginal/Urkund).
- Permissible similarity limit: Not more than 10% (excluding references, bibliography, and citations) as per UGC Regulations 2018.

### 6.2 Levels and Penalties

Penalties shall be recommended based on the severity of plagiarism, the nature of the document (thesis, paper, report), and the past record of the individual, as follows:

Level	Similarity (excluding references)	Applicable To	Penalty
Level 0	Up to 10%	All	No penalty; minor revision if needed
Level 1	10% – 40%	All	Return for revision; resubmit within stipulated time
Level 2	40% – 60%	All	Suspension of registration for 1 semester; mandatory revision
Level 3	Above 60%	All	Cancellation of registration / degree; disciplinary action

All penalties must be consistent with institutional policy and UGC norms. Final penalties are determined by the IAIP after due process.

## 7. Key Timelines

Process / Activity	Mandated Timeline
DAIP investigation & report to IAIP	Within 45 days of complaint / initiation
IAIP report to Head of HEI	Within 45 days of receipt from DAIP
Grievance / ethics complaint review (IEC)	Within 30 days of complaint receipt
Vacancy in DAIP / IAIP / IEC to be filled	Within 30 days of vacancy arising
IEC Annual Ethics Compliance Report	Once per academic year
IEC meetings (minimum)	Twice per academic year

## 8. General Provisions

- All members of DAIP, IAIP, and IEC shall maintain strict confidentiality throughout investigations.
- Principles of natural justice shall be followed at all stages — both parties shall be given adequate opportunity to present their case.
- Any vacancy in any committee shall be filled within 30 days to ensure continuity of operations.
- The University reserves the right to take suo-motu cognizance of plagiarism or research misconduct without a formal complaint.
- This policy shall come into effect from the date of approval by the Academic Council and shall be reviewed every three years or earlier if UGC guidelines are revised.

## 9. Approval

Issued as approved by the Vice Chancellor, Mansarovar Global University.

Signature	Designation	Date
_____	Vice Chancellor	_____
_____	Registrar	_____
_____	Dean – Research	_____

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