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SYMBIOSIS LAW SCHOOL, HYDERABAD

Symbiosis International (Deemed University)

(Established under section 3 of the UGC Act, 1956)

Re-accredited by NAAC with 'A' Grade (3.58/4) | Awarded Category – 1 by UGC

Founder: Prof. Dr. S.B. Mujumdar, M.Sc., Ph.D. (Awarded Padma Bhushan and Padma Shri by President of India)

Lr.No: SLSH/Cir/2020/15

Date: 09-07-2020

CIRCULAR

All the academic staff and students of SLSH are hereby informed that the research policy of SLSH has been adopted with the objective of encouraging and enhancing research activities and output at SLSH. The policy has been revised with necessary changes and the same is attached herewith.

The following faculty members have been appointed as the Head and Co-Heads of the Research Cell.

1. Dr. Sanu Rani Paul - Research- Head
Assistant Professor
2. Mr. Hifajatali H Sayyed - Co-Head, Student Research
Assistant Professor
3. Mr. Ahmar Afaq - Co-Head, Research Publications
Assistant professor
4. Dr. Shailendra Kumar - Co-Head, Research Projects
Assistant Professor

Prof. (Dr.) Sarfaraz Ahmed Khan
Director



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SLS
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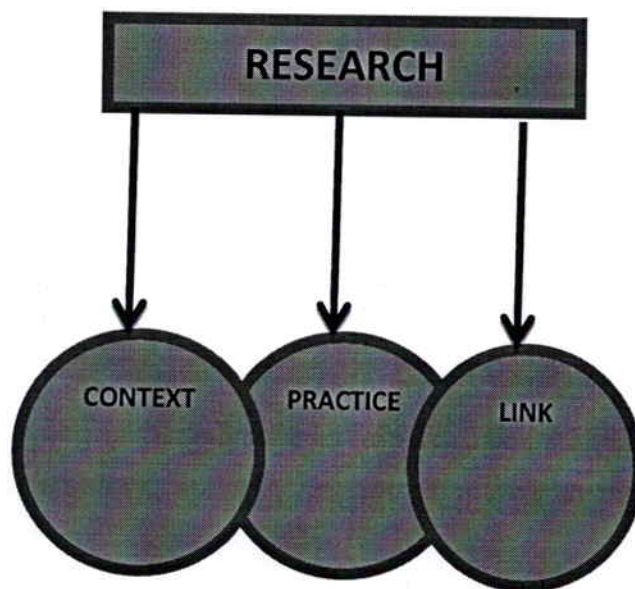
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SYMBIOSIS LAW SCHOOL
Hyderabad Campus

(A Constituent of Symbiosis International (Deemed University), Pune)



RESEARCH POLICY HANDBOOK



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RESEARCH MISSION

Acquisition of Knowledge, Transmission of Knowledge, and conduct of scholarly inquiry are the central and complementary functions of SLS-H. Being an Institute, that offers multidisciplinary programs, the research fostered here stands on three pillars – context, practice, and link. Research, at SLS-H is carried out effectively with academic freedoms and acceptance of corresponding responsibilities.





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PRINCIPLES AND OBJECTIVES OF THE POLICY

Symbiosis Law School, Hyderabad Campus has adopted a research policy on the following principles and objectives:

- Encouraging quality research by providing an enabling environment in which academic staff and students (researchers) can flourish and gain prominence in the region and elsewhere.
- Upholding of academic freedom to encourage the free exchange of ideas that is a necessary prerequisite for academic excellence.
- Adhering to appropriate standards of relevance, responsibility, ethics, and originality.
- Supporting faculty members to conduct research and engage in scholarship to publish their findings as well as seek research funds in support of their research.
- Supporting students to engage in action research as part of curriculum as well as co-curricular activity in the sub-region to facilitate extending legal aid and other support required for the local citizens under the guidance of faculty members engaging in research.
- The recognition of research activity conducted by academic staff should be considered for career advancement and should be balanced with other obligations of academic staff including pedagogical and administrative responsibilities.



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RESEARCH PROMOTION AT SLS-H

The following facilities are provided to promote research at SLS-H:

1. Funding for publication, attending Faculty Development Program for faculty member in cadres of Professors, Associate Professors and Assistant Professors as per the HR Record which will be disbursed as per SIU Notification No. SIU/U-28/858 dated 30th September, 2019.
2. Funding is available for Major/Minor Research Projects and for such other projects as per SIU norms.
3. For the students attending Seminar/conference etc. reimbursement will be made as per the Circular issued by SIU dated 20th April 2018.
4. Placing faculty members as independent heads of centers of specialization to promote learning and research activities from each centers of specialization through conducting workshops, conferences, seminars etc.
5. Promotion and inculcation of research culture and attitude among faculty members as editors etc. of the in-house journals.
6. Well- equipped library and institutional subscription to online research databases across disciplines and remote access to online resources to all faculty members and students.
7. Faculty guidance and close supervision for Research Projects that can lead to a publication.
8. Desktops and Laptops are given to each faculty with printing and photocopying facility.
9. Faculty Research Seminars are conducted every Wednesday.



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STRUCTURE OF THE RESEARCH CELL

Research Cell is an internal set up to steer internal research initiatives at SLS-H. The Research Cell will have a Professor/Associate Professor/Assistant Professor who shall be the head of the Cell and a co-head for each sub-cell. The Head and the Co-head shall be nominated by the Director for one academic year. The following are the sub-heads;

- Student Research
- Research Publications
- Research Projects

Student Research: This Sub-cell shall play a major role in encouraging students to come up with quality writings for conferences and seminars. The sub-cell shall notify potential conferences to students and encourage them to send papers for it. The sub-cell shall receive the student full papers for conferences across the country and abroad, and send them for internal review to decide whether the paper is fit for presentation as well as publication. In case of international conferences, the cell shall take care of the required paper work besides ascertaining the quality of the paper.

The Co-Head of this Sub-cell shall be responsible for the following activities:

- Initiate research tie-ups with potential organizations to engage in field/desktop research.
- Voluntarily engage students in field-research to find appropriate solutions for pressing social problems and submit it to the Government.
- Hold writing workshops and research workshops to foster research bent of mind among the students.

Research Publications: This Sub cell shall handle the present and future research output from the Institute. At present, *BALANCE*, an International Multidisciplinary Law Journal, *Prachodan* and Journal of Corporate Governance and Transparency are the three research outcomes from the Institute. SLS-H is also coming up with its flagship Journal Symbiosis Law Review (SLR) in the Academic Year 2020-2021.



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The responsibilities of the Co-Head would be to:

- Monitor and assist in choosing student editors for the above publications to carry out the associated administrative tasks.
- Monitor issuance of *Call for papers* by the Associate Editor for each of the journals who shall be nominated by the Director.
- Monitor implementation of plagiarism guidelines and submission guidelines for the submissions made to the journals as per SIU Notification No. SIU/U-28/858 dated 30th September 2019 on the basis of the report submitted by the Academic Integrity Committee (AIC).
- Monitor self-plagiarism guidelines as per the Public Notice issued by UGC N.F. 1-1/2020(SECY) on Self-plagiarism.

Apart from these, other cells and Centers of Specialization may also have their publications like *Awaaz*, in-house broadsheet, *Incubator*, in-house student magazine etc., which shall run in tandem with the Research and Publications sub-cell. The faculty in-charges of the respective magazines/journals from other cells/centers of specialization may notify their call for papers to the Research and Publication Head as well as send a copy of the output to the same, for data centralization purpose; their autonomy shall be retained nonetheless.

Research Projects: This Sub-cell shall play an enriching role in fostering research culture at SLS-H under the aegis of the Director. The responsibilities of the Co-Head of this Sub-cell shall include:

- Notify Request for Proposals (RFP) and Expression of Interest (EOI) opportunities across disciplines.
- Assist in filing the documents (Faculty members interested may apply for it and notify the results to the cell with relevant documents. It shall be the mandate for every faculty member to take up at least one RFP/EOI in an Academic Year. Research Projects (EOI/RFP) may be attempted as a group or as an individual or as a dyad).
- Hold FDPs on Research Writing, Methodology Workshops, Data Analysis and Visualization.
- Organize Faculty Research Seminars (for the Academic Year 2020-2021, it is every Wednesday)

The Research and Publication Cell shall function in tandem with SCRI, SIU, Pune. The Co-Heads of Student Research, Research Publications and Research Projects shall report to the Research Head who shall be the overall in charge of the Research Publication Sub-cell.





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RESEARCH AND ADVISORY COMMITTEE (RAC)

In accordance with the SIU norms, a Research and Advisory Committee shall be constituted with members within the Institute and experts from law and other relevant fields pertaining to research in law. The decision to form a RAC shall be taken by the Director, Symbiosis Law School, Hyderabad, in order to enrich research initiatives formulated by the Institute for self-growth, organizational growth, and societal well-being. RAC shall consist of accomplished experts offering innovative advice and dynamic perspectives in legal research.

The composition of the Research and Advisory Committee (RAC) shall be as under:

- | | |
|--|--------------------|
| 1. Director | - Chairperson |
| 2. Deputy Director | - Member |
| 3. Two Professor/Associate Professor nominated by the Director | - Member |
| 4. Head and Co-heads of the Research Cell | -Member |
| 5. External Experts nominated by the Director | -Member |
| 6. Assistant Professor | - Member Secretary |

The Role and Responsibility of the RAC shall be as under:

- 1) To suggest topic/ area for project/ dissertation/ case study.
- 2) To review and approve field studies/ research projects/ research publications/ dissertations submitted by the degree students and faculty members.
- 3) To offer guidance for research projects/ research publications to students and faculty members.
- 4) To advise/ forward research projects/ dissertations that may require approval of Independent Ethics Committee of Symbiosis International University (SIU).



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5) Any other activity which the RAC may feel appropriate.

In addition to the above, the RAC performs the following functions as well;

- ❖ Reviewing research activities of the Institute
- ❖ Promoting and coordinating research capabilities of SLS-H
- ❖ Providing strategic guidance for high level research to the SLS-H academic community
- ❖ Advising and supporting the development, implementation, review and dissemination of all research and evaluation activities within SLS-H (including research ethics and plagiarism)
- ❖ Recommending research and extension project proposals based on scientific merit including assessment of specific objectives, feasibility of success of projects, and so on
- ❖ Streamlining the process of developing research proposals and to establish mechanisms for coordinating research at different levels
- ❖ Promoting the research output of the academic community at SLS-H



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CONDUCT OF RESEARCH

This chapter presents guidelines about principles concerning research, multiple author research, and rights and responsibilities of faculty members engaging in research.

PRINCIPLES CONCERNING RESEARCH

- Individual scholars are free to select the subject matter of their research, to seek support from any source for their work, and to form their own findings and conclusions. These findings and conclusions shall be available for scrutiny and criticism in compliance with the SIU policy.
- Research should be conducted by following ethical principles pertaining to health, safety, privacy, and other personal rights of the individuals.
- The Institute shall foster an environment conducive to research. It should allocate space, facilities, and other resources for research programs based on the scholarly and educational merits of the proposed research.
- There shall be a meeting convened by the Deputy Chairperson/Research Head every two months to take stock the proposed and on-going research activities and ideas of the faculty members.
- With respect to the Plagiarism Policy, it is mandated that the students (UG/PG) and faculty members shall abide by the Rules for Promotion of Academic Integrity and Prevention of Rules, 2019 Notification No. SIU/U-28/858 dated 30th September, 2019.
- AIC constituted as per Rule 7 of the above Rule shall initiate the procedure for similarity check at SLS-H and ensure the compliance of the research output of the students (UG/PG) and faculty members with the SIU Rules and AIC shall maintain the documents as given in Annexure C, D, E and F and submit a copy of the same to the Research Cell.
- It is also mandatory for the academic community at SLS-H to follow the Public Notice issued by UGC N.F. 1-1/2020(SECY) on Self-plagiarism and the compliance with the same shall be ensured by the AIC.
- Plagiarism software is institutionally subscribed for faculty members with off-campus access and students at the Institute Library to check plagiarism.



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a. MULTI-AUTHORED RESEARCH PAPERS

This section presents guidelines for manuscripts produced by multi-author research teams.

Multi-author research teams differ significantly from the individual faculty/graduate student research teams. In particular, the former often consist of colleagues from different disciplines who perform different, specialized functions. The guidelines are as follows:

- Principal author has additional responsibilities to assure the overall cohesiveness and validity of the publications on which they appear as co-authors.
- All authors in a group effort have a shared responsibility for the published result and should have the opportunity to review all sample preparation procedures and data, as well as all data acquisition and analysis procedures.
- Each author in a group effort should have access to the manuscript prior to its being submitted for publication, and should agree to his or her inclusion as a co-author. All participants engaged in the research should know that the paper is being prepared for publication.
- Early in the project, each research group should define appropriate practices for the maintenance of data.



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b. RIGHTS AND RESPONSIBILITIES OF FACULTY MEMBERS

- ❖ Faculty members have the right to academic freedom in pursuit and support of research as per their respective educational domain of specialization or interest domain that can contribute to academic learning as well as foster community development. The Institute sponsors faculty members to conferences/workshops/FDP's etc. as per SIU norms.
- ❖ Faculty members have the right to disseminate the results and findings of his/her research without suppression or modification from external sponsors, unless stated otherwise.
- ❖ Faculty Members have the right to engage in external consulting activities as per SIU norms, subject to the approval of the Head of the Institute.
- ❖ Faculty members are entitled to attend conferences availing sponsorship from the Institute as per SIU norms. Also, the faculty members are free to respond to call for RFP/EOI and obtain funding from external agencies. SCRI of SIU also calls for RFPs for minor and major research funding which the faculty members can avail through Research and Publication Cell.
- ❖ Faculty Members have the right to approach the Chairman and Vice-Chairman if there is any perceived or real grievance with respect to conduct of research.
- ❖ Faculty members engaging in active research are encouraged to provide staff development opportunities and, if possible, a mentor relationship for those in their group.
- ❖ Faculty members must be aware of their obligations to staff and students working as part of the research team. Annually, each faculty member should review intellectual and tangible property rights and responsibilities, with all members of the group under his or her direction, including staff and students.
- ❖ Faculty members are responsible for strict adherence to the Plagiarism policy at the Institute/University level and self-plagiarism guidelines given by the UGC. The endeavor shall be made to see that the research output is progressively leading to institutional growth, self-growth and has the social impact.



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PROCEDURE FOR SEMINAR/CONFERENCE FUNDING FOR STUDENTS

Introduction:

A seminar/conference fund is available to all the students, on a competitive basis, to attend a seminar/conference related to their academic goals. Presenting an academic project/a creative exhibit and/or a performance at a seminar/conference can be a valuable experience that enriches a student's understanding of a discipline.

The purpose of this grant is to encourage and assist student presentations at academic conferences/seminars related to his/her goals by off-setting the cost of registration, travel, board, and lodging.

Procedure:

Candidates aspiring to attend seminar/conference will have to fulfil the following procedure:

1. Send a copy of the abstract by mail to research@slsh.edu.in expressing willingness to attend the seminar/conference after acceptance of the abstract by the Host Institute. (Mail of acceptance/screenshot of acceptance to be attached along with brochure)
2. The cell will send a reply within 24 hours. After confirmation, full paper has to be completed and sent to the same mail ID (research@slsh.edu.in) within 10 days before the final submission date of the full paper to the seminar/conference or 15 days before the seminar/conference whichever is earlier.
3. The research cell will send the full paper for an internal review to any Faculty Member specialized in that area and it will be notified to the student. The student shall visit the concerned faculty member 72 hours later for review, comments and suggestions.
4. Faculty Member engaging in review shall receive a prescribed Review Form (Annexure A) from the Research Cell for the paper that has to be reviewed. The faculty member shall review the paper and put appropriate comments/suggestions/improvements on it and the form will be signed after compliance with all the modifications and final review as suggested by the faculty member. The faculty member may choose to have a presentation from the



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- candidate(s) (if considered necessary) before approving the readiness of the paper for presentation at the conference.
5. If the faculty reviewer demands a presentation, he/she should notify the same to the Research Cell (research@slsh.edu.in), so that a student seminar can be organized on Wednesdays or any other day depending on the last dates of submission to the conference. All the faculty members present in the seminar can advise the student(s) of likely improvements.
 6. Subsequently, the candidate(s) shall submit an application addressed to the Director requesting for a grant in hardcopy, with the review sheet, full paper, and conference brochure attached to it and submit it to the Research Cell (research@slsh.edu.in).
 7. The Research Cell shall check the details and authenticity of the same and shall forward it to the Dy. Director for endorsement and the grant shall be approved by the Director.
 8. After attending the conference, the student may submit the relevant bills along with Check list (Annexure B) verified and duly signed by the Research Head to the Accounts Department justifying the grant given. The application for the grant shall be sent to the Accounts Department.

(In case of non-availability of the student on the campus because of reasonable cause the entire process can be completed online)

Eligibility:

- All students are eligible for a seminar/conference funding. However, the availability is subject to approval of the full paper by the Reviewer nominated by the Research Cell.
- A student can attend a conference twice a year, (one in each semester) with funding from the college. The student may make a choice judiciously.
- For a single conference, a maximum of two teams (each team consisting of not more than two members) are allowed, however, in exceptional cases (Reviewer certifies that the paper is abiding by quality standards), the Director may permit more student members in the team.



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- To avail funding, a student should apply for the review at least 10 days before the final submission date of the full paper or 15 days before the seminar/conference whichever is earlier.
- Submission and the approval of the full paper by following all the procedures at the Institute level are mandatory for claiming eligibility for reimbursement.

Conditions to the procedure:

1. The cost of travel, local conveyance, boarding, and lodging shall be reimbursed as per SIU circular dated 20th April 2018.
2. **The college shall only reimburse the above after attending the seminar/conference; however, the approvals should be taken before attending the conference.**
3. Students attending seminar/conference in their home town shall NOT be given reimbursement for boarding, lodging and local conveyance.
4. The students will be reimbursed for their travel expenses only if they are travelling from SLS-H to the Host institution.
5. With respect to registration fees, a maximum amount of Rs. 2000/- shall be reimbursed for a sole author and a maximum amount of Rs. 4000/- shall be reimbursed for a team. Anything over and above this shall be borne by the student/student team.
6. The candidates attending the conference should submit a report in hard copy containing the certificate of presentation, a photograph while presenting or while taking the certificate, and a write-up/report about the conference in about 10-15 lines.
7. If the faculty reviewer finds any of the papers suitable for publication in SLS-H journals, the student may be advised to do further modifications to the paper. The student shall publish the paper in SLS-H journal subject to the acceptance of the editorial board of the Journal. However, the Director may exempt any student from publication in the Journal if the student produces an acceptance letter of the paper in any other reputed journal outside SLS-H.



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ANNEXURE A

Format for Reviewing a Conference Article of a Student

Name of the Student	
Class and Batch	
Name of the Conference & Location	
Title of the Paper	

1. Does the title reflect the work? YES / NO

1a. The title may be changed to -----

2. Does the abstract convey the objective and purpose clearly? YES / NO

2a. Is the abstract able to fill the research gap? Is the review of literature adequate? YES / NO

2b. Suggestions/Corrections if any: -----

3. Is the Introduction adequately focusing on background facts? YES / NO

4. Is the research problem satisfactory? YES / NO

5. Is the Discussion adequate? YES / NO

6. Are the references and literature review relevant and current? YES / NO

7. Are the methods employed for Analysis satisfactory? YES / NO

8. Is the paper checked for plagiarism? YES / NO

9. Is the paper ready for presentation? YES / NO/Needs minor Revision

Comments/Suggestions/Corrections¹:

Name & Signature of the Faculty Member

¹ Reverse side may be used to insert comments/suggestions/improvements if space is insufficient.



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ANNEXURE B

PROFORMA OF THE CHECKLIST TO BE SUBMITTED FOR REIMBURSEMENT

Sl. No.	Documents	Status
1	Certificate of presentation	
2	Photograph while presenting at the Seminar/Conference or while receiving the certificate	
3	Write-up/report about the conference	

Verified by



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ANNEXURE C

Proforma 1 of SIU Notification No. SIU/U-28/858 dated 30th September, 2019

Rules for Promotion of Academic Integrity and Prevention of Rules, 2019

Undertaking from SIU Authors before Communicating Manuscripts to any Journals/Books/Proceedings, etc.

Institute/Department name: _____

Ref. No. _____

I / We, the following author(s)

Sr. No.	Sequence of authors in submitted ms	Authors name [Put an asterisk (*) if you are the corresponding author]	Affiliation & Place	Email & Mobile
1.	1 st author			
2.	2 nd author			
3.	3 rd author			

Note: Put additional rows in case of more number of authors

hereby give an undertaking that the manuscript entitled _____

to be communicated to the journal/book/proceedings, etc. _____
 has been checked for its Similarity Index for Plagiarism through authentic _____ software tool;
 and that the document has been prepared by me/us and is my/our original work and free of any
 plagiarism. It was found that:

1.	The Similarity Index (SI) was: (Note: SI range: 0 to 10%; if SI is >10%, then authors cannot communicate manuscript; attachment of SI report is mandatory)	_____ %
2.	The ethical clearance for research work conducted obtained from: (Note: Name the consent obtaining body; if 'not applicable' then write so)	
3.	The source of funding for research was: (Note: Name the funding agency; or write 'self' if no funding source is involved)	
4.	Conflict of interest: (Note: Tick ✓ whichever is applicable)	Yes / No
5.	The material (adopted text, tables, figures, graphs, etc.) as has been obtained from other sources, has been duly acknowledged in the ms: (Note: Tick ✓ whichever is applicable)	Yes / No

In case the above-furnished information is found false at any point in time, then the University authorities can take action as deemed fit against all authors.

Signature & Full Name
of the Corresponding/Lead Author



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Date: _____

Place: _____

Endorsement by
Academic Integrity Committee (AIC)

Encl: Similarity Index Report

Note: The scanned filled-in and signed Proforma-1 along with the Similarity Index of Plagiarism report shall be sent only by email to the Head – Research Publications (head_respub@siu.edu.in), SCRI and marking a copy to the following without fail: (i) Chairperson, FAIP (Dean of your Faculty) (ii) Chairperson-AIC (Director of your Institute/Department) (iii) Director, SCRI and, (iii) all co-authors, if any, of the manuscript.

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**ANNEXURE D**

Proforma 2 of SIU Notification No. SIU/U-28/858 dated 30<sup>th</sup> September, 2019

**Rules for Promotion of Academic Integrity and Prevention of Rules, 2019**

**Undertaking from SIU Researchers before Submitting Research Project  
Proposal to Funding Agency for Grants**

Institute/Department name: \_\_\_\_\_

Ref. No. \_\_\_\_\_

I / We, the following researcher(s)

| Sr. No. | Sequence of authors         | Researchers name | Affiliation & Place | Email & Mobile |
|---------|-----------------------------|------------------|---------------------|----------------|
| 1.      | Principal Investigator      |                  |                     |                |
| 2.      | Principal Co-Investigator-1 |                  |                     |                |
| 3.      | Principal Co-Investigator-2 |                  |                     |                |

Note: Put additional rows in case of more number of Co-PIs

hereby give an undertaking that the research project proposal entitled \_\_\_\_\_

\_\_\_\_\_ to be submitted to the Funding Agency \_\_\_\_\_ for research grants has been checked for its Similarity Index/Plagiarism through authentic \_\_\_\_\_ software tool; and that the document has been prepared by me/us and is our original work and free of any plagiarism. It was found that:

|    |                                                                                                                                                                         |         |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 1. | The Similarity Index (SI) was:<br><i>(Note: SI range: 0 to 10%; if SI is &gt;10%, then authors cannot communicate manuscript; attachment of SI report is mandatory)</i> | _____ % |
| 2. | The ethical clearance for research work conducted obtained from:<br><i>(Note: Name the consent obtaining body; if 'not applicable' then write so)</i>                   |         |

In case the above-furnished information is found false at any point in time, then the University authorities can take action as deemed fit against me and my co-investigators.

Signature & Full Name  
of the Principal Investigator



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Date: \_\_\_\_\_

Place: \_\_\_\_\_

Endorsement by  
Academic Integrity Committee (AIC)

Encl: Similarity Index Report

**Note:** The scanned filled-in and signed Proforma-2 along with the Similarity Index of Plagiarism report (only first page) shall be sent only by email to the Head – Research Projects ([head\\_resprojects@siu.edu.in](mailto:head_resprojects@siu.edu.in)), SCRI marking a copy to the following without fail: (i) Chairperson, FAIP (Dean of your Faculty), (ii) Chairperson-AIC (Director of your Institute/Department), (iii) Director-SCRI and, (iii) all co-investigators, if any, involved in the research project proposal.

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॥ परसुपेय कुटुम्बकम् ॥

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ANNEXURE E

Proforma 4 of SIU Notification No. SIU/U-28/858 dated 30th September, 2019

Undertaking from the UG/PG student(s) while submitting his/her final dissertation to his respective institute

Ref. No. _____

I / We, the following student(s)

Sr. No.	Sequence of students names on a dissertation	Students name	Name of the Institute & Place	Email & Mobile
1.	1 st student			
2.	2 nd student			
3.	3 rd student			

Note: Put additional rows in case of more number of students

hereby give an undertaking that the dissertation entitled _____

has been checked for its Similarity Index/Plagiarism through _____ software tool; and that the document has been prepared by me/us and it is my/our original work and free of any plagiarism. It was found that:

1.	The Similarity Index (SI) was: <i>(Note: SI range: 0 to 10%; if SI is >10%, then authors cannot communicate ms; attachment of SI report is mandatory)</i>	_____ %
2.	The ethical clearance for research work conducted obtained from: <i>(Note: Name the consent obtaining body; if 'not applicable' then write so)</i>	
3.	The source of funding for research was: <i>(Note: Name the funding agency; or write 'self' if no funding source is involved)</i>	
4.	Conflict of interest: <i>(Note: Tick <input type="checkbox"/> whichever is applicable)</i>	Yes / No
5.	The material (adopted text, tables, figures, graphs, etc.) as has been obtained from other sources, has been duly acknowledged in the manuscript: <i>(Note: Tick <input type="checkbox"/> whichever is applicable)</i>	Yes / No

In case if any of the above-furnished information is found false at any point in time, then the University authorities can take action as deemed fit against all of us.

Full Name &
Signature of the student(s)

Name &
Signature of SIU Guide/Mentor



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Date: _____

Place: _____

Endorsement by
Academic Integrity Committee (AIC)

Note: It is mandatory that the Similarity Index report of plagiarism (only first page) should be appended to the UG/PG dissertation





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ANNEXURE F

Proforma 4 of SIU Notification No. SIU/U-28/858 dated 30th September, 2019

Rules for Promotion of Academic Integrity and Prevention of Rules, 2019

Record of Submission of the Academic Document for Plagiarism Check
 (Only for faculty member/researcher)

Note: This document shall be mandatorily maintained by the Academic Integrity Committee (AIC) at their Institute/Department level.

Sr. No.	Document submitted by (Name of faculty member/researcher)	Type of document (abstract / manuscript/project proposal, etc.)	Date of submission	Received by (authorised AIC person)	Date of plagiarism check	Similarity Index (%)	Date of the report received	Signature of Receiver
1.								
2.								
3.								
4.								
5.								

Record of Submission of the Academic Document for Plagiarism Check
 (Only for UG/PG students)

Note: This document shall be mandatorily maintained by the Academic Integrity Committee (AIC) at their Institute/Department level.

Sr. No.	Document submitted by (Name of the student)	Programme name	Type of document (assignment/ dissertation/ report, etc.)	Date of submission	Received by (authorised AIC person)	Date of plagiarism check	Similarity Index (%)	Date of Report received	Signature of Receiver
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2.									
3.									
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