Norms and Guidelines for Research Ethics and Publication at Bhausaheb Mulak Ayurved College & Research Hospital, Butibori

1. Research Ethics Guidelines

1.1. Ethical Approval

- All research projects involving human subjects, animals, or sensitive personal data must be submitted for review and approval by the Institutional Ethics Committee (IEC).

- No research should begin without obtaining ethical clearance. Proposals must outline objectives, methodology, and ethical considerations.

1.2. Informed Consent

- Researchers must obtain voluntary, written informed consent from participants after explaining the purpose, methods, risks, and potential benefits of the research.

- Vulnerable groups such as minors, the elderly, or individuals with cognitive impairments should receive extra consideration, ensuring that consent is obtained from guardians where necessary.

1.3. Privacy and Confidentiality

- Personal data of research participants must be protected, with confidentiality maintained throughout the research process and publication.

- Identifiable information should be anonymized or coded when reporting data in any publication, and only authorized personnel should have access to sensitive information.

1.4. Conflict of Interest

- Researchers must disclose any potential conflict of interest that may influence the conduct or outcomes of the research.

- Financial, personal, or professional interests that could affect the research's integrity should be declared in the proposal and publications.

1.5. Plagiarism and Academic Integrity

- Plagiarism, including verbatim copying, paraphrasing without proper attribution, and claiming others' work as one's own, is strictly prohibited.

- All research work must undergo a plagiarism check using approved software to ensure originality. The plagiarism threshold should not exceed 10-15% as per institutional policy.

- The institution will conduct random plagiarism checks during the research approval process and prior to publication to enforce compliance.

1.6. Data Integrity

- Researchers are responsible for maintaining accurate, detailed records of their research process and results.

- Falsification, fabrication of data, or selective reporting of results is considered serious research misconduct.

1.7. Ethical Treatment of Animals

- Research involving animals must adhere to the Committee for the Purpose of Control and Supervision of Experiments on Animals (CPCSEA) guidelines.

- Humane treatment of animals, minimizing distress, and using alternatives wherever possible are essential ethical obligations.

1.8. Participant Safety and Welfare

- The safety and welfare of participants must always be prioritized. Any potential risks to participants should be minimized, and a clear protocol for addressing adverse events must be in place.

- Researchers must stop a study if significant harm to participants is identified at any stage.

1.9. Responsible Data Sharing

- Data collected must be handled responsibly, with appropriate security measures to prevent unauthorized access or breaches.

- Researchers should be prepared to share their data for verification or further research, subject to proper de-identification of participants.

1.10. Addressing Research Misconduct

- Research misconduct, including plagiarism, falsification, fabrication of data, and ethical breaches, will be subject to investigation by the Research Ethics Committee.

- Disciplinary action may include withdrawal of research privileges, correction of published works, or further action in accordance with institutional policies.

2. Publication Guidelines

2.1. Plagiarism Check

- All manuscripts intended for publication must undergo plagiarism screening using reliable plagiarism detection software approved by the institution.

- Manuscripts with a similarity index above 15% will be returned to the authors for revision. Minor similarities such as references and general phrases will be excluded from the percentage, but intentional duplication of text will not be tolerated.

- Any identified plagiarism will be reported to the Research Ethics Committee, and appropriate actions, such as paper withdrawal or retraction, will be taken if plagiarism is found post-publication.

2.2. Authorship and Acknowledgments

- Authorship should be limited to individuals who have made significant contributions to the research, including study design, data collection, analysis, or manuscript drafting.

- All authors must approve the final manuscript and agree to its submission. Individuals who contributed in minor ways (e.g., administrative support, data collection) should be acknowledged but not listed as authors.

2.3. Transparency and Reproducibility

- Researchers must provide enough detail in their methods and results sections to ensure that other scholars can replicate their work.

- Data sets, protocols, and detailed methodologies should be shared openly if the research has public or academic relevance, ensuring compliance with privacy laws and ethical guidelines.

2.4. Peer Review Process

- All submitted research papers must undergo a peer-review process to assess the quality, originality, and relevance of the work.

- Researchers must respond constructively to reviewers' comments and revisions should be made accordingly before final publication.

2.5. Open Access and Data Availability

- Researchers are encouraged to publish in open-access journals or make their articles available through institutional repositories to maximize the visibility of their work.

- Data supporting the research findings should be made available where applicable, in line with ethical standards regarding participant privacy and confidentiality.

2.6. Duplicate and Redundant Publication

- Submitting the same manuscript to multiple journals or republishing previously published research is not permitted, except in specific cases such as review articles or translations where proper permissions are obtained.

- Authors must disclose if their work has been presented in a different format (e.g., a conference paper) to ensure transparency.

2.7. Addressing Corrections and Retractions

- If errors or inaccuracies are identified in published work, authors are required to issue corrections promptly.

- In cases of serious ethical or research misconduct (e.g., plagiarism or falsification), the institution will collaborate with journals to retract the published work.

2.8. Copyright and Licensing

- Researchers must respect copyright laws and obtain necessary permissions for third-party content (e.g., images, charts) used in their publications.

- Authors are encouraged to publish under licenses that allow reuse with proper attribution, supporting open science initiatives.
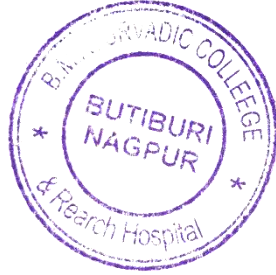
2.9. Disclosure of Funding and Conflicts of Interest

- Authors must disclose all sources of funding and financial support for their research in the manuscript.

- Any conflicts of interest must be clearly stated, ensuring transparency regarding any potential biases.

2.10. Ethical Standards for Collaborative Research

- Collaborative research with other institutions or disciplines must comply with the ethical standards of all participating entities.

- Clear agreements on data sharing, authorship, and intellectual property must be established before initiating collaborative projects.

These norms and guidelines ensure that all research activities at Bhausaheb Mulak Ayurved College & Research Hospital, Butibori, are conducted ethically, responsibly, and with academic integrity. They also help maintain a high standard of research publication and protect the rights and safety of participants.

Principal,

BMAC & RH,

Butibori

Principal
Bhausaheb Mulak Ayurved College
& Research Hospital Butibori.Nagpur

Plagiarism Check Policy

Bhausaheb Mulak Ayurved College & Research Hospital, Butibori

1. Introduction

Bhausaheb Mulak Ayurved College & Research Hospital, Butibori (BMAC&RH) is committed to maintaining the highest standards of integrity and academic honesty. Plagiarism is a violation of these principles and undermines the ethical and scientific foundations of research. This policy aims to outline the guidelines and processes for ensuring that all scholarly work produced at BMAC&RH is free from plagiarism.

2. Definition of Plagiarism

Plagiarism is the act of using someone else's work, ideas, words, or expressions without proper acknowledgment or permission. It includes, but is not limited to:

- Copying text, figures, tables, or ideas from another's work without citation.

- Paraphrasing another's work or ideas without giving credit.

- Presenting someone else's research data, hypotheses, or interpretations as one's own.

- Self-plagiarism, where an author reuses substantial parts of their previously published work without acknowledgment or permission from the publisher.

3. Scope

This policy applies to:

- Research papers, articles, theses, dissertations, and reports produced by students, faculty, and researchers.

- Academic presentations, lectures, and any other scholarly activities conducted at BMAC&RH.

- Publications and content submitted to internal or external journals, conferences, or any other form of academic dissemination.

- Collaborative works with partner institutions under agreements like MoUs.

4. Responsibilities

- Authors: The primary responsibility for ensuring that submitted work is free of plagiarism rests with the authors. Authors are required to verify that all material in their work is original or appropriately cited.

- Supervisors and Guides: Supervisors must guide their students in proper citation practices and ensure that dissertations, theses, and research papers submitted by students are free from plagiarism.

- Institution: BMAC&RH will provide access to plagiarism detection software and offer training and resources to educate students and faculty about plagiarism.

5. Plagiarism Detection

- Software Use: BMAC&RH will use licensed plagiarism detection software such as Turnitin, Grammarly, or other recognized platforms to scan all submitted research papers, theses, and dissertations.

- Threshold: A similarity index threshold of 10% is allowed. Any document with a similarity index higher than this will be flagged for further review. This threshold excludes references, bibliographies, and common knowledge.

- Types of Matches:

  - Verbatim Copying: Directly copying text from sources without citation.

  - Improper Paraphrasing: Rewriting another's ideas without proper acknowledgment.

  - Self-Plagiarism: Reusing previous work without disclosure.

6. Review Process

1. Initial Screening: All submissions, including theses, research papers, and conference presentations, will undergo plagiarism checks.

2. Detailed Review: In cases where the similarity index exceeds 10%, the work will be sent to the research ethics committee for review. The committee will examine whether the high similarity is due to plagiarism or legitimate reasons such as proper citation or common phrases in the field.

3. Response from Author: If plagiarism is suspected, the author(s) will be informed and given a chance to respond. They may either revise the work to remove plagiarized sections or provide justifications.

7. Consequences of Plagiarism

Depending on the severity and nature of plagiarism, BMAC&RH will impose the following consequences:

- Minor Plagiarism (10-30% similarity): Revision and resubmission of the work with proper citations.

- Moderate Plagiarism (30-50% similarity): Suspension of the submission process and resubmission after significant revision.

- Major Plagiarism (>50% similarity or deliberate plagiarism): Rejection of the submission, a formal warning to the author(s), and notification to relevant academic bodies.

For students, disciplinary actions may include:

- Cancellation of the concerned assignment or thesis submission.

- Loss of academic credit.

- Suspension or expulsion, depending on the severity.

For faculty or researchers, disciplinary actions may include:

- Withdrawal of the research paper or work from the submission or publication process.

- Formal reprimand and notification to external bodies if necessary.

- Restrictions on future research funding or academic privileges.

8. Appeals

Authors have the right to appeal any decision made regarding plagiarism accusations. Appeals must be submitted in writing to the research ethics committee within 30 days of receiving the plagiarism report. The committee will review the case and respond within 60 days of receiving the appeal.

9. Training and Awareness

BMAC&RH will conduct regular workshops, seminars, and training sessions on:

- Academic writing and citation practices.

- Proper use of plagiarism detection tools.
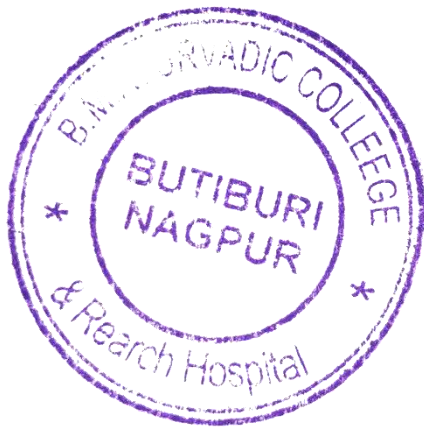
- Ethical research practices.

10. Conclusion

BMAC&RH is committed to fostering an environment of academic honesty and integrity. Adhering to this plagiarism policy ensures that all members of the institution contribute ethically to the body of scientific knowledge while upholding the values of originality and innovation.

11. Review of Policy

This policy will be reviewed annually by the research ethics committee to ensure its relevance and effectiveness. Any changes to the policy will be communicated to all students, staff, and faculty at BMAC&RH.

This policy ensures a structured approach to preventing, detecting, and handling plagiarism at the institution.

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