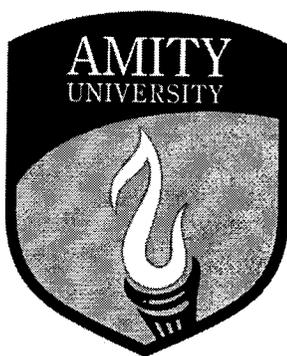


# AMITY UNIVERSITY RAJASTHAN

## Code of Ethics for Research



## **Code of Ethics for Research**

The university is a research and innovation driven higher education institution providing state-of-the-art infrastructure for research and value based contemporary education. The university actively promotes and innovation in frontier areas. Frequent modernization of research facilities in terms of establishment of new labs, central instrumentation facility, advanced software, highly configured computers, dedicated research set-ups etc. is carried out to support cutting-edge research. The University encourages its departments to extend their research circles and collaborate with peer institutions, research organizations and industries to initiate R&D in multi-directional areas and ensures quality outcomes.

Overall, the university provides a conducive ecosystem and encouraging environment for the faculty to actively engage in research and innovation activities, and these are duly supported by well formulated rules and regulations. For instance, the University is conscious to publish quality research free of plagiarism and in accordance with ethical issues and has a plagiarism policy corresponding with the UGC Guidelines. Accordingly, the Institutional Academic Integrity Panel and Departmental Academic Integrity Panel has been duly constituted to curb any plagiarism. The quality of the doctoral programme is also ensured through PhD regulations set in accordance with the UGC requirements. The Pre-PhD course work includes a course on Research and Professional Ethics, besides the other 2 core courses and 2 subject courses which have to be mandatorily passed by the PhD scholars.

The University has constituted a Research Board in accordance with the laid down composition and terms of office. The recommendations of the Research Board are submitted to the Academic Council for its consideration. The Research Board recommends the qualified teachers who are eligible for guiding research work as per UGC Regulations as well as ensures the compliance of UGC's guidelines regarding the Ph.D. degree and the entrance examination. The Research Board holds its meetings regularly and considers the issues of the maintenance of quality, standards, and promotion of research and updates and maintains the data related to Patents/ Projects/Grants/Publications etc.

There is also an Institutional Ethical Committee for Human Research which ensures that quality and consistent review mechanism for health and biomedical research is put in place for the proposals as prescribed by the ethical guidelines for biomedical research on human subjects by ICMR. In compliance with rules 1989, an Institutional Biosafety Committee (IBSC) has also been constituted for implementation of the biosafety regulatory framework as per the Department of Biotechnology, Govt of India guidelines. The IBSC holds its meeting regularly for the evaluation of proposals related to DNA technology involving the GE and non-GE hazardous microorganisms in an organization.

The institution ensures implementation of its stated Code of Ethics for Research, the following documents are attached:

Annexure I. Regulations for Doctor of Philosophy (Ph.D.) Degree

Annexure II. Institutional Ethics committees

Annexure III. Plagiarism guidelines

Annexure IV. Research Advisory Committee



A handwritten signature in black ink, appearing to be "AR", is written over the seal.

## ANNEXURE I: REGULATIONS FOR DOCTOR OF PHILOSOPHY (Ph.D.) DEGREE

### 1. Preamble

#### REGULATIONS FOR DOCTOR OF PHILOSOPHY (Ph.D.) DEGREE

Regulations for Doctor of Philosophy (Ph.D.) Degree is framed in accordance with UGC (Minimum standard & Procedures for the Ph.D. degrees) Regulations 2016 and its amendments in 2018.

All the Schools/Centres/ Institutions of Amity University, Rajasthan, Jaipur shall be eligible to offer Ph.D. Programs. None of the Schools/Centres/Institutions shall be allowed to conduct any Ph.D. Program through Distance Mode.

Ph.D. degrees which are pursued either full time or part time as will be treated as degrees awarded through regular mode as per the U.G.C. letter. F.No. 20-1/2014 (PS) dated 17 March 2017.

### 2. Definitions

1. **Candidate:** shall mean a person admitted to the Ph.D. Program.
2. **Registered candidate:** shall mean a candidate registered to the Ph.D. program after the approval of SRDC.
3. **SRDC:** shall mean School (school/institute/centre) Research Degree Committee.
4. **SRAC:** shall mean Student Research Advisory Committee.
5. **Research supervisor:** shall mean a member of academic staff (Assistant Professor, Associate Professor, Professor, Emeritus Professor, Distinguished Professor and Director) of School/Institute/Centre of the University approved by the SRDC as per the guidelines.
6. **Co- Supervisor:** shall mean an additional supervisor from an organization approved by SRDC to help in accomplishment of the research work of the candidate.
7. **Course work:** shall mean Course Units prescribed by the University to be completed by a candidate towards fulfilment of requirements of Ph.D. degree program.
8. **Full Time Candidate:** shall mean a candidate registered for Ph.D. degree Program devoting full time for completing the requirements of the programme.
9. **Part Time Candidate:** shall mean a candidate who is registered for Ph.D. Degree Program as a part time while discharging his/her official employment obligation.
10. **HOI:** shall mean the Head of University Teaching Institute /School/Centre/Department of the University.
11. **Enrolment:** The enrolment no. shall be generated by the University on deposition of the Ph.D. admission fee by the Candidate.
12. **Duration of Ph.D. Program:** Shall mean the length of time spent from the date of enrolment for Ph.D. Programme.



### **3. Ph.D. Program offered :**

Amity University Rajasthan, Jaipur Provides following two types of Ph.D. Programs.

#### **3.1 Full time Ph.D. Program.**

In full time Ph.D. Program, the candidate shall be required to remain present in the School/Institution/Centre till the submission of his/her Ph.D. Thesis. He/she may be required to undertake up to 6 hours per week of academic work as assigned by the HOI/Director/Coordinator of the School/Centres/Institution besides the Course work and Ph.D. work. Such registered candidates are eligible to receive assistance ship or fellowships/scholarship from CSIR/UGC/ICMR/ICSSR/ or Amity University/or any other funding agency.

#### **3.2 Part time Ph.D. Program.**

In part time Ph. D. Program, the candidate is supposed to be sponsored by National or International level of Public sector undertaking /Research and Development organization/Private organizations/Industries/ service sectors/Educational Institutions and any other state and central Government organizations, where adequate infrastructure exists for carrying out research work. All such Candidates shall have to remain at least one semester in the concerned School/Institutions/Centre for carrying out the requisite Course work as per the UGC norms prescribed by the University. This also includes the teaching and non teaching employees of AUR, Rajasthan.

### **4. Notification for Ph.D. Programs**

The notification for admission to the PhD. (Full time or Part time) Programs of different Schools/Centres/Institutions shall be put on the University Website [www.amity.edu] and/or through advertisement in at least two national news papers of which at least one shall be in the Hindi Language twice in a year, which includes the details of Ph.D. Programs that is the subjects in which Ph.D. Programmes are available, the disciplines, area of research in which research facility and research guides are available, criteria for admission, admission procedure, examination centres where the entrance test shall be conducted and any other relevant information for the benefit of the candidates/applicants.

### **5. Eligibility Criteria for Admission to the Ph.D. Programs**

The following candidates are eligible to seek admission to the Ph.D. (full time or part time) programs in Amity University, Rajasthan, Jaipur.

- 5.1 Candidates for admission to the Ph.D. Programs shall have a masters degree or a professional degree declared equivalent to the Master's Degree by the statutory, regulatory body with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC- 7 point scale (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree from a foreign educational institution accredited by an Assessment and Accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under the law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.
- 5.2 Candidates who have cleared the M. Phil by course work with at least 55% marks aggregate or its equivalent grade 'B' in the UGC-7 – Point scale (or an equivalent grade in a point scale wherever grading system is followed ) and successfully completing the M.Phil. Degree shall be eligible to proceed to do research work leading to the Ph.D. Degree in the same Institution in an integrated program. A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may



be allowed for those belonging to SC/ST/OBC (non-creamy layer)/differently-abled and other categories of candidates.

- 5.3 Candidates who have cleared the course work from other university (within 3 years till the date of admission at AUR) leading to the Ph.D. Degree shall be eligible to proceed to do research work leading to the Ph.D. Degree directly provided that a Ph.D. Course Work Equivalence Committee headed by Dean Research, Head of the concerned department and one President's Nominee has recommended and President has approved its recommendations.
- 5.4 A person whose M.Phil. dissertation has been submitted/evaluated and the viva - voce is pending may be admitted to the Ph.D. Program of the same Institution;
- 5.5 Candidates possessing a Degree considered equivalent to M.Phil. Degree of an Indian Institution, from a Foreign Education all institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions, shall be eligible for admission to Ph.D. programs.
- 5.6 Notwithstanding anything contained in the above mentioned rules (5.1) to (5.4), the eligibility criteria/guidelines prescribed or issued by UGC from time to time shall be applicable for admission to all Ph.D. Programmes of the University.

**Note: - The University may permit inter-disciplinary Ph.D. Programs.**

## **6. Procedure for Admission**

- 6.1 Eligible candidate seeking admission for Ph.D. Programs must on the prescribed application form available on the University Website. The duly completed application form with the prescribed fee shall be submitted online to the University on or before the notified date.
- 6.2 The hard copy of the duly filled application form shall be submitted to the office of the Dean Research accompanied by the following duly attested documents/certificates.
- (i) Documents supporting all academic qualifications (secondary/High school/Higher secondary/Intermediate/ (10+2)/graduate/post graduate, Diploma/ M. Phil etc.) Self attested copies of mark sheets/grade sheet and related degree certificate.
  - (ii) Date of birth certificate preferably high school certificate.
  - (iii) Identity proof (copy of Aadhar card or Pan Card or passport or voter ID).
  - (iv) Documents supporting his/her previous work experience, if any
  - (v) Prescribed application fee, receipt, as applicable
  - (vi) No objection certificate (NOC) from the employer, in case the candidate is employed.
  - (vii) Migration certificate.
  - (viii) Caste (ST/SC/OBC (Non creamy layer\*) Certificate issued by competent authority.
- \*Certificate should not be older than 6 months.
- (ix) Differently-abled categories certificate (if any) issued by competent authority.
- 6.3 All the eligible candidates will be called for an entrance test on the prescribed date and time by the University and the entrance test shall be conducted with qualifying marks as 50%. A relaxation of 5% of marks (from 50% to 45%) shall be allowed for the candidates belonging to SC/ST/OBC (non-creamy layers)/Differentially-abled category in the entrance examination conducted by the university (minimum standards and procedure to award of M. Phil/Ph.D. Degrees, 1<sup>st</sup> amendment, UGC Regulations, 2018). The syllabus of the entrance test shall consist of 50% research



methodology and 50% shall be subject specific. The entrance test shall be conducted at the Amity University, Rajasthan, Jaipur only.

After qualifying the entrance test a personal interview of the candidates shall be conducted by the University, where the candidates shall be required to discuss his/her research interest/area. The interview shall also consider the following aspect, viz, whether

- (i) The candidate possesses the competence for the proposed research;
- (ii) The research work can be suitably undertaken at the Institution/School/ Centre.
- (iii) The proposed area of research can contribute to new/ additional knowledge.

A weightage of 70% to the entrance test and 30% to the performance in the interview/viva-voce shall be given (minimum standards and procedure to award of M.Phil/Ph.D. Degrees, 2<sup>nd</sup> amendment, UGC Regulations, 2018).

**Note:** The candidates who have qualified UGC/CSIR (JRF of LS) examinations/NET/SLET/GATE or are holder of teacher fellowship or have passed M.Phil Degree (through course work) from a recognized University are exempted from the University entrance written test. However, they shall be required to appear for personal interview before the committee on the date notified by the University. Exemption to NET/SLET/GATE candidates will be valid for two years only.

6.4 All the eligible candidates of foreign nationality may be examined through SKYPE (online mode) by a selection board of experts appointed by the president of the University.

### **7. (School/Centre/Institute) Research Degree Committee (SRDC) and its functions**

#### **7.1 The SRDC shall consist of the following members**

1. Dean/Director/HOI/Coordinator of the concerned School/Centre/Institute: Chairperson
2. Dean Research or his Nominee: Member
3. Faculty member – (One) Professor/Associate Professor/Assistant Professor (other than research supervisor) having the knowledge of research area of the candidate :Member
4. Research Supervisor /Co-Supervisor :Member
5. Two subject experts (Professor/Associate professor/Senior scientist or equivalent) from any University/Institution, other than Amity University Rajasthan, to be nominated by the President from the panel of experts submitted by the concerned Director/HOI/Coordinator :Member
6. Ph. D. Coordinator of concerned department: Member Secretary

**Note:** At least three members form the quorum for the meeting of the SRDC. However, presence of at least one external subject expert is essential for holding the SRDC meeting.

#### **7.2 Functions of SRDC:**

- 7.2.1 SRDC shall examine the preliminary synopsis of the proposed Ph.D. program for registration and shall give specific recommendation on the following:
  - The topic and the synopsis is approved
  - Submit the synopsis again after incorporating the changes suggested by SRDC
  - Resubmit the proposal for the next SRDC after incorporating the major suggestions of SRDC
  - Reject the proposal and submit a fresh proposal
- 7.2.2 Recommendation of change of Supervisor if necessary
- 7.2.3 Approval of change of title/topic of research, if required
- 7.2.4 Recommendation of change of work place by the candidate, if required.



7.2.5 Recommendation to change from fulltime to part time or vice-versa within 6 months of enrolment of Ph.D.

7.2.6 Approval of Research Supervisor(s) as per the guidelines.

7.3 The minutes of the SRDC meeting shall be submitted to the office of Dean Research for the approval of the President and subsequent ratification by the Academic council. (Annexure -1)

7.4 There shall be a University Research Board. The composition of the Research Board shall be as follows:

- (i) Chairperson (President)
- (ii) Representation of the Ethical Committee for Human research
- (iii) Representation of each University Teaching Department
- (iv) Dean
- (v) Registrar
- (vi) Member Secretary

One-third of the total members of the Research Board shall form the quorum.

### **8. Student Research Advisory Committee (SRAC) and its functions:**

**8.1 The SRAC shall consist of the following members:**

1. Research supervisor..... Convener
2. One expert faculty member..... Member
3. Dean Research or his nominee
4. Respective Director or his nominee

**Note: The quorum of the committee shall be 3 members**

### **8.2 Functions of SRAC :**

8.2.1 This committee shall have the responsibility to review the research proposal and finalize the topic of research to be submitted to the SRDC;

8.2.2 To guide the research scholar to develop the study design and methodology of research and identify the course(s) required for the Ph.D. Program.

8.2.3 To periodically review and assist in progress of research work of the scholar.

8.2.4 A research scholar shall appear before the SRAC once in every six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six monthly progress reports shall be submitted by the Research Advisory Committee to the Institute/Centre/School with a copy to the research scholar and same may be forwarded to the office of Dean Research Amity University, Rajasthan.

8.2.5 In the event when a research scholar fails to appear before the SRAC and submit the six monthly progress reports consecutively on 2 occasions for full time Scholars and on 3 occasions for part time Scholars, his/ her PhD registration may be cancelled through SRDC. In case the progress of the research scholar is not satisfactory, the SRAC shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the SRAC may recommend the cancellation of registration of the research scholar with specific reasons.



## **9. Allocation of Research Supervisor**

### **Eligibility criteria to be a research supervisor and Co- supervisor**

- 9.1 Any regular Professor (including Emeritus or Distinguished Professor) of the University with Ph.D. and at least five research publications in refereed journals and any regular Associate/Assistant Professor of the University with a Ph.D. Degree and at least two research publications in refereed journals may be recognized as Research Supervisor.  
Provided that in areas, disciplines wherever there is no or only a limited number of refereed journals, the President may relax the above condition for recognition of a person as Research Supervisor.
- 9.2 Only a full time regular faculty member of the University can act as a supervisor, the external supervisors are not allowed. However, co-Supervisor can be allowed in inter- disciplinary areas from other/same School/Institute/Centre of the same University or from other related institution with the approval of the SRDC.
- 9.3 The allocation of Research Supervisor for a selected research scholar shall be decided by a committee consisting of Director /HOI/Coordinator, one senior faculty and one or more other faculty members of specific research area of the candidate for each School/Institution/Centre concerned. Allocation shall depend on the number of scholars per Research Supervisor, the available specialization amongst the faculty and research interest of the scholar.
- 9.4 In case of topics, which are of inter-disciplinary nature where the Department concerned feels that the expertise in the School/Institution/Centre has to be supplemented from outside, the School/Institution/Centre may appoint a Research Supervisor and a Co-Supervisor from outside the university on the conditions that the supervisor shall submit his/her bio data and an undertaking/acceptance/consent for supporting the scholar in his/her research area.
- 9.5 A retired Professor/Associate Professor/Senior Scientist or equivalent in the concerned subject, if approved by the SRDC shall also be permitted to act as a co-supervisor.
- 9.6 A person can act as a Co-Supervisor only after being approved by the SRDC.
- 9.7 A Research Supervisor/ Co-supervisor who is a Professor, at any given point of time, cannot guide more (8) Ph.D. scholars. An Associate Professor as Research Supervisor can guide up to a maximum of six (6) Ph.D. scholars and an Assistant Professor as Research Supervisor can guide up to four (4) Ph.D. scholars.
- 9.8 A suitable external Co-supervisor, i.e. outside Amity University Rajasthan, is desirable for each Ph.D. scholar. The external co-supervisor should be from a University / Institution / Research organization / corporate House / Industry of repute from India or abroad.

## **10 Duration of Ph.D. Programs**

- 10.1 Ph.D. program shall be for a minimum duration of three years work and a maximum of six years including the course work from the date of enrolment to Ph.D. program for the full time Ph.D. Scholars.
- 10.2 Ph.D. Program shall be for a minimum duration 4.5 years and maximum of 7.5 years including the course work from the date of enrolment to Ph.D. program for the part time Ph.D. Scholars.
- 10.3 The above duration of Ph.D. program can be extended by one year by the President under special and genuine circumstances on the recommendation of the supervisor. No further extension shall be granted and the registration to Ph.D. shall stand cancelled after the expiry of 7 years for full time Ph. D. Scholar and 8.5 years for part time Ph.D. Scholar automatically.
- 10.4 The President may permit a candidate to get re-registered on the same topic on payment of a re-registration fee as decided by the University from time to time for a further period of two years. The



requirement of regular attendance shall not be applicable to such re-registered candidates. In such a case, the candidate shall have to apply to the University, through the HOI/Director/Coordinator of the School/Institution/Centre one month before the expiry of the last extension period. If the candidate is unable to submit his/her thesis in the stipulated period his/her registration for Ph.D. shall stand automatically cancelled and the University shall not be bound to inform the candidate about the cancellation of registration.

- 10.5 The women candidates and persons with disability (more than 40% disability) may be allowed a relaxation of two years for Ph.D. in the maximum duration. In addition, the women candidates may be provided maternity leave/child care leave once in the entire duration of Ph.D. for up to 240 days.

**Note -1:** Application for an extension can only be considered if it has been recommended by the Research Supervisor through HOI/Director/Coordinator of the School/Institution/Centre.

**Note -2:** Extension of period after 6/7.5 years respectively for full time/part time Ph. D. Scholars shall not be automatic. Application for extension shall be considered if recommended by the Research Supervisor and then submitted to the office of the Director/HOI/Coordinator of the concerned school/Institution /Centre, 4-6 months prior to the date of expiry of the said period.

## **11 Prerequisite for Ph.D. Synopsis**

- 11.1 Course work: All the candidates admitted to the Ph.D. program shall be required to complete the course work prescribed by the University during the initial one or two semesters.
- 11.2 The credit assigned to the Ph.D. course work shall be 12 credits, with three credits each assigned to the Research Methodology, Review of Literature. Other two courses each of the credits shall be advanced level courses of the relevant field/subject/interdisciplinary areas as the case may be to prepare the research student for Ph.D. degree-
- 11.3 A candidate has to obtain a minimum of 60% marks or B+ grade in the Course work in order to be eligible to continue in the program.
- 11.4 Candidates already holding M.Phil. Degree (through course work) and admitted to the Ph.D. program, or those who have already completed the course work in M.Phil and have been permitted to proceed to the Ph.D. in integrated course, may be exempted by the University from the Ph.D. course work. All other candidates admitted to the Ph.D. programme shall be required to complete the Ph.D. course work of 12 credits prescribed by the University.
- 11.5 Maximum number of attempts allowed for Ph.D. course work shall be two. If a candidate fails in both the attempts then his/her admission to Ph.D. program shall be cancelled. The candidate may be permitted to take re-admission in the Ph.D. program. One more attempt may be granted by the President under special circumstances.
- 11.6 Attendance of the candidate in the Ph.D. course work shall be monitored in the same way as per ordinance for U.G. and P.G. courses of the University. If a candidate does not fulfil the attendance as per requirement then he/she shall be debarred from appearing in the examination.

## **12 Evaluation of Ph.D. course work**

12.1 There are four courses for each candidate out of which three are compulsory and two are area specific provided by the School/Institute/Centre of the University.

Course	Subject	Credits	Marks
Course I	Research Methodology (compulsory)	3	100



Course II	Review of Literature(compulsory)	3	100
Course III	Research & Publication Ethics (CPE – RPE) (Compulsory)	2	100
Course IV	Advance level courses of the relevant field./subject	3	100
Course V	Advance level course of the relevant field/subject	3	100

12.2 Evaluation of the courses will be through continuous assessment and end semester written examination in the ratio of 50:50 respectively. Result will be prepared as per the university examination system. (Annexure -2)

12.3 The candidate has to obtain a minimum of 60% marks or B+ grade in the course work or as applicable from time to time. After completion of Ph.D. course work a candidate is authorised to submit his/her provisional synopsis in consultation with his/her supervisor to the Centre/School/Institute. After approval of the synopsis by the SRDC, the candidate shall be treated as registered research scholar. (Annexure - 3)

### **13. Progress Report**

13.1 The candidate shall give the presentation of his/her research work to SRAC and submit a progress Report (Annexure-4) every 6 months to the Office of Dean Research through the HoI.

13.2 The progress report shall be signed by the candidate, SRAC Members and Director/Coordinator/HOI of Centre/School/Institute.

13.3 The progress report duly signed by the candidate and the supervisor of the candidate working out of the country shall be submitted to the University after on line presentation (SKYPE) of the research work, by the candidate

### **14. Place of work**

14.1 The School/Centre/Institute in the University shall be the place of work for the full time candidates.

14.2 In case of a part time candidate, Research Laboratory Institution/University/Industry/Centre where the candidate works or the co supervisor works and which has the required research facilities and there is formal permission to use the laboratory by the student of his/her research work, can also be the place of work in addition to the University (AUR), subject to approval of SRDC.

**Note:** In case the candidate or the Co -supervisor changes his/her work place, the new work place of the candidate may also be changed to the new work place of the candidate or the co supervisor, the candidate is required to seek prior approval from the SRDC for any such change.

### **15. Change of supervisor : (Annexure -5)**

15.1 The change of Research Supervisor can be permitted by the President on the recommendation of SRDC on production of the No Objection certificates (NOC) from the earlier supervisor for the Ph.D. Scholar. The condition of NOC may be waived by the president under special circumstances.

15.2 President on the recommendations of the SRDC may permit the Research supervisor who has left the University or has retired from the University service, to continue as the supervisor, provided that i) the SRDC of the Scholar has been conducted and the synopsis approved, ii) the total tenure of the Scholar in his/ her guidance is half of the minimum prescribed period required for the submission of the Ph.D. thesis. Further, he/she may be allowed to continue as the Co-Guide of the Scholar.

15.3 In case of non-availability of the co-supervisor for any reason, the President, on the recommendations of the SRDC, can either permit another Co-supervisor or allow the candidate to work and submit the thesis under the Research Supervisor alone.



## **16.Cancellation of Registration:**

- 16.1.1 The registration of a candidate to a Ph.D. Program may be cancelled automatically, on the expiry of the period of extension granted by the President for the maximum time allowed under clause 10 as the case may be, in case the extension has not been sought from the President.
- 16.1.2 If the candidate is found involved in an act of gross indiscipline, unlawful activities, plagiarism and/or any such activity that may endanger the peace in the University campus.
- 16.1.3 The progress of the research scholar is unsatisfactory and the SRDC shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the SRDC may recommend to the University through HoI with specific reasons of the cancellation of the registration of the research scholar.
- 16.1.4 The Ph.D. registration shall automatically be cancelled in those cases where the candidate has failed to deposit the prescribed fees in time.

## **17.Submission of Thesis (Annexure - 6)**

- 17.1 Ph.D. scholar must publish at least 2 (two) research papers in refereed journal (with ISSN No.) and make two research paper presentation in symposium/conference/seminar before the submission of the thesis for adjudication, and produce evidence for the same in the form of presentation certificate and /or reprints. The published papers shall preferably be indexed in SCOPUS or Web of Science Journals.
- 17.2 The Pre-Thesis submission presentation may be conducted by the HOI in consultation with the supervisor not before 3 months of expected final submission of the thesis.
- 17.3 The Pre-Thesis submission presentation (Pre – Ph.D.) in the School/Institute/Centre shall be open to all faculty members and research scholars, for getting feedback and comments, which may be suitably incorporated into the draft thesis under the advice of the Supervisor(Annexure -7).
- 17.4 The Director/HOI/Coordinator of the Concerned School/Centre/Institute shall constitute a committee, including the supervisor(s) who will formally submit the report on the performance of the candidate in the pre-submission presentation. The candidate can submit the thesis to the University after incorporating the modifications/suggestions made by the above committee, if any. The Supervisor shall certify that the modifications/suggestions made by the above committee have been duly incorporated.
- 17.5 For detecting plagiarism and maintain the academic honesty University follows the guidelines provided by UGC. The research scholar has to submit an undertaking about originality of the work and that the work has not been submitted for the award of any other degree/diploma of the same institution where the work was carried out, or any other institution (Annexure -8A). A certificate to this effect must be submitted by the Candidate as per AUR Plagiarism policy (Annexure-8B).
- 17.6 The candidate shall submit the following documents at the time of submission of the Ph.D. Thesis to the University:
  - 17.6.1 PDF file of the thesis & summary of the thesis shall be submitted to the Dean Research, Amity University, Rajasthan for further action.
  - 17.6.2 The thesis shall also be accompanied by
    - (a) A certificate from the candidate (Annexure -9).
    - (b) A certificate from the supervisor (Annexure - 10).
    - (c) An appendix at the end of the thesis containing reprints of his research papers already published.



- (d) Self attested photocopies of the published research papers or acceptance letters of at least 2 research papers in Scopus listed/Web of Science/UGC recommended journals.
- (e) Evidence of two research papers presented in the Conference/Seminar/Symposium
- (f) List of communicated research papers (Editors acknowledged) along with author(s) name(s), name of the Journal to which the paper has been communicated and the date of communication.

17.6.3 A copy of the receipt of applicable examination fee, along with no dues certificate. (Annexure-11)

**18. Evaluation and assessment of the Ph.D. thesis**

18.1 The Ph.D. supervisor shall inform about the School/Institute/Centre to the office of the Dean Research. Programme about the intent to submit the thesis two months before its submission along with

- i. Three copies of the summary of the thesis.
- ii. Names and contact details with email addresses, and mobile nos. of at least eight examiners, not below the rank of Associate Professor, in the research area of the candidate, in a sealed envelope. The list may also include at least two names of examiners from outside India. In exceptional cases where the availability of examiners from outside India is not feasible, the President may relax this condition. In such cases all the eight examiners suggested by the supervisor may be from India. The examiners suggested by the supervisor may not be more than two from any one state of the country.

**Note:** The name of any close relative of the candidate or of the supervisor shall not be included in the panel of examiners.

18.2 From this panel, the President shall appoint two examiners; preferably one of the examiners is from outside the country, wherever possible.

18.3 The Ph.D. thesis submitted by research scholar is evaluated by his/her supervisor and two external examiners who are not in employment of the University appointed by the President.

18.4 The viva voce examination based among other things, on the critiques in evaluation report shall be conducted by the research supervisor and one of the two external examiners including all the queries raised by both external examiners, the research supervisor and at least one of the two external examiners, and shall be open to all faculty members of School/Centre/Institution, other research scholars and other interested experts/ researchers.

18.4 The examiners would be requested to submit the evaluation report within one month of the receipt of the thesis. In case of any undue delay by any external examiner, the President may appoint an alternate examiner(s) from the list of already suggested examiners after due intimation to the existing examiner(s).

18.5 For awarding the Ph.D. degree the thesis must comply with the following conditions:

18.5.1 It must be a piece of research work characterised either by the discovery of new facts/new knowledge or by fresh approach towards the interpretation of the existing facts/knowledge or theories. In either case, it should provide evidence for the candidate's capacity and capability to make critical examination and sound judgement.

18.5.2 It must be satisfactory in language and presentation of the subject matter.

18.6 The examiners shall specifically report on the prescribed Performa whether the thesis is: (Annexure -12)

- i. Approved as it is,
- ii. Approved after minor revision,
- iii. Be resubmitted after major revision with
  - a) Major rewriting and/or
  - b) Some extra work,

**The examiners shall also answer the following:**

- a) Do you agree to re-evaluate the revised thesis? (Yes/No)



b) If re- evaluation is not needed, should the candidate be allowed to appear in the viva-voce examination with the revised thesis? (Yes/No)

iv. Rejected (In such a case, the Examiners should clearly mention the reason(s) for rejection)

18.6.1 If external two examiners clearly recommend for the viva-voce examination and award of the degree, then the Ph.D. Viva-voce examination shall be held.

18.6.2 If one examiner recommends for the viva voce examination and other one suggest modifications, or all the two examiners suggest modifications, then the candidate shall be asked to re-submit the thesis within one year from the date of communication after revising it in the light of modifications suggested by the examiner(s). The revised thesis shall be sent to the examiner(s) who suggested modifications and accepted to re-evaluate the thesis, for final opinion. If at least two of the examiners recommend for viva-voce examination and award of degree, then Ph.D. viva-voce examination will be held. Otherwise the President may refer the case to a high level committee. The decision of the committee will be final.

18.6.3 In case, the thesis is recommended by the examiners with minor modifications, the same shall be incorporated in the thesis before the viva-voce examination.

18.6.4 The final hardbound five copies of the thesis, after incorporating the modifications/suggestions given by the examination(s) shall be submitted to the office of the Dean Research. Programme before the viva voce examination.

18.6.5 In case the thesis is recommended, an open viva-voce examination of the candidate shall be held by the viva-voce Board comprising of

i. One External Examiner who will be one of the thesis examiners. (The name of the external examiner shall be approved by the President)

ii. Director/ HOI/Coordinator of the concerned School/Centre/Institute/

iii. Supervisor(s)

18.6.6. The date, time and venue of viva-voce examination shall be notified by the Office of Dean Research and the copies of the reports of the Examiners will be provided to the supervisors in a sealed envelope at least one week in advance. At the time of via-voce examination, the Viva voce Board shall be provided copies of the reports of the examiners.

18.6.7 The candidate shall present the work embodied in the thesis before the viva voce board, members of faculty, research scholars and other persons interested in the subject. After presentation of the research work, the members of the viva voce Board shall ask questions together with the questions, raised in the examiners reports.

18.6.8 The viva-voce Board shall take a final decision and a clear verdict whether the candidate be awarded the Ph.D. degree or be asked to reappear for viva – voce examination once again. In case of the second verdict, the candidate shall be required to re appear for via-voce before the same Board, on a date to be decided by the university.

18.6.9 After the formal viva –voce examination is over; the members of the audience may also ask questions.

18.6.10 After the Ph.D. Viva voce examination is over the five hard copies of the thesis shall be dispatched as per (Annexure -14)

### **19. Award of Ph.D. Degree**

(a) After successful completion of the viva-voce examination, the candidate shall be awarded Ph.D. degree after the approval of the Board of Management (BOM).

(b) The award of Ph.D. degree can be withdrawn by the University in case the thesis submitted by the candidate is found to be duplication of an old work or pirated research work.



**20. Appearing in any other Examinations:**

No research scholar shall join any other course of study or appear at any other examination conducted by any University leading to a degree (except Certificate Course of Languages, Research Methodology, Statistics, computer courses etc).

**21. Publication of Thesis:**

The approved thesis shall be published only after obtaining permission from the University and such publication shall state on the title page itself that this was a thesis approved for the award of the Ph.D. Degree of the University.

**22. Provisional Degree**

The candidate may be issued a Provisional certificate by the Registrar after successful completion of the examination procedure in accordance with the provisions of the UGC (Minimum Standards and Procedure for awards of Ph.D. Degree) Regulations 2016 and after the President approves the recommendations of the Viva-Voce Board. (Annexure -13)

**23. Depository with UGC**

After the successful completion of the evaluation process and announcement of the Ph.D. degree award in convocation, the Dean Research shall submit a soft copy (in the form of CD/DVD) of the Ph.D. thesis to the UGC within a period of 30 days of hosting the same in INFLIBNET to be made accessible to all Institutions/Universities.

**24. Other Explanations**

24.1 Notwithstanding anything contained in the Ph.D. Regulations AUR, all the Ph.D. candidates/research scholars shall be governed by the rules and procedures prevailing at the time of registration.

24.2 Notwithstanding anything stated in the Ph.D. Regulations AUR, of any unforeseen issues arising, and not covered by the Ordinance, or in the event of difference of interpretation, the decision of the President of the University (AUR) shall be final.



## ANNEXURE II: INSTITUTIONAL ETHICS COMMITTEE

### INSTITUTIONAL BIOSAFETY COMMITTEE

In compliance with Rules 1989, an Institutional Biosafety Committee (IBSC) is to be constituted by every organisation engaged in research, use & application activities related to GE organisms (organisms include microorganisms, animals, plants, arthropods, aquatic animals, etc.) and hazardous microorganisms ("microorganisms" shall include all the bacteria, viruses, fungi, mycoplasma, cells lines, algae, protodones and nematotes). IBSC is the nodal agency within an organization for implementation of the biosafety regulatory framework. DBT/RCGM has been entrusted with registration and monitoring of IBSCs.

Institutional Biosafety Committee (IBSC) is solely responsible:

- i. To implement and respond to institutional biosafety & biosecurity at the institution level and
- ii. Evaluation of applications/ reports related to rDNA technology work involving the GE organisms and non-GE hazardous microorganisms in an organization.

### 1. RESPONSIBILITIES AND FUNCTIONS OF IBSCs

- a) Assess and monitor the items of general consideration i.e., research facilities, procedures and experts involved in HMOs/GMOs/LMOs and GE research and ensure that the proposed risk assessment, risk management and emergency plans are sufficient.
- b) Provide guidance to Principal Investigator on the issues related to biosafety while using HMOs/GMOs/LMOs and GE research including safety of the researcher(s) associated with the work.
- c) Inform the Principal Investigator about IBSC review, approval, or rejection of applications.
- d) Copies of site emergency plan to be submitted to RCGM, GEAC, State Biotechnology Coordination Committee (SBCC) or District Level Committee (DLC) as the case may be, as per Rules, 1989e). The IBSC shall inspect laboratories using checklists. IBSC shall apprise short coming measures (if necessary) under information to Head of Organisation. Inspection reports should be maintained in the IBSC.
- e) Reporting for incidents and release: It is necessary that any incident within an organisation such as non-compliance of the biosafety guidelines, any biosecurity issues or any significant research-related accidents and illnesses be reported to IBSC/ RCGM.

The primary function of the IBSC is to implement and ensure compliance of provisions of Rules 1989 at the Institutional level.

### 2. CONSTITUTION OF IBSC

The IBSC shall comprise of a Chairperson, Member Secretary, Biosafety Officer, a DBT nominee and at least four scientists engaged in rDNA work (at least one each from within and outside the organization) as members.

Composition	Criteria
Chairperson	The Head of the organisation or his/her designate (suitable senior officer) shall be the Chairperson (utmost authority) of the IBSC. The Chairperson should preferably have knowledge and experience in scientific research pertaining to GE organisms, latest technological developments in the area & handling of hazardous microorganisms.
Member Secretary	One of the internal members should be designated as Member Secretary
Biosafety Officer	Each IBSC shall have a member with medical qualifications designated as Biosafety Officer. The Biosafety Officer should be adequately trained with good lab practice in handling RG3 & RG4 pathogenic agents that require special containment conditions (Biosafety Level 3



	or 4 facilities) and be able to offer advice on specialized containment requirements.
DBT Nominee	Each IBSC shall have an outside expert nominated by DBT who oversees the activities to ensure that biosafety aspects are being fully adhered by the organisation. While seeking registration of IBSC, the organization shall suggest 3 outside experts working in the areas preferably from nearby institutions. DBT may nominate one among them as DBT nominee or may nominate any other suitable expert as DBT nominee.
Internal & External members	IBSC shall have at least four members with at least one internal and one external member, preferably scientists engaged in rDNA work & non-GE hazardous microorganisms.

IBSC may associate/ invite qualified experts/ consultants from within or outside organization as and when required to seek advice on specific scientific/ technical matters. Participation of such external experts/consultants in meeting should be recorded in the minutes. Opinion of the expert along with rational of the recommendation should be submitted along with the application.

No : BT/IBKP/640/2021

Dated: 09-Dec-2021

**OFFICE MEMORANDUM**

**Subject :** Nomination of DBT representative in the IBSC of Amity University Rajasthan (AMITY-R-775), Jaipur.

- In accordance with the Notification of the Ministry of Environment and Forests vide Gazette Notification No. GSR 1037 (E) dated 06.12.1989, notified under the E.P. Act 1986, the Department of Biotechnology (DBT) had evolved the Regulations and Guidelines on Biosafety of recombinant DNA Research and Bio containment, 2017 for achieving the personnel and environmental safety in the use of genetically manipulated organisms in research, manufacture and institutions/ universities/ industries/ any other organization which intends to carry out or be engaged in research activities involving genetic manipulation of genetic materials, microorganisms, plants or animals.
- In conformity with the above, institutions engaged in genetic engineering research constitute their IBSCs and the department nominate its representatives in all such committees. Accordingly, Dr BHARTI MALHOTRA, Sr. Prof. and Head, Dept of Microbiology, SMS Medical College, Jaipur, Rajasthan has been nominated to act as DBT representative in the IBSC constituted at Amity University Rajasthan (AMITY-R-775), SP-1, Kant Kalwar, RIICO Industrial Area, NH-11C, Jaipur, Rajasthan, Jaipur, RAJASTHAN-303002.

The complete composition of the IBSC is as under:

- |                   |  |
|-------------------|--|
| Chairman          | : Dr Vinay Sharma, Chairman, Jaipur, RAJASTHAN   |
| DBT Nominee       | : Dr BHARTI MALHOTRA, Sr. Prof. and Head, Dept of Microbiology, SMS Medical College, Jaipur, Jaipur, RAJASTHAN   |
| Member Secretary  | : Dr Manali Datta, Member Secretary, Jaipur, RAJASTHAN   |
| Outside Experts   | : Dr M. Krishnamohan, Outside Expert, Jaipur, RAJASTHAN# Dr Nilima Kumari, Outside Expert, Sewai Madhopur, RAJASTHAN   |
| Biosafety Officer | : Dr Sudhir Mehta, Biosafety Officer, Jaipur, RAJASTHAN  |
| Internal Experts  | : Dr Desh deepak Singh, Internal Member, Jaipur, RAJASTHAN# Dr G.K.Asen, Internal Member, Jaipur, RAJASTHAN# Dr Sanket Kaushik, Internal Member, Jaipur, RAJASTHAN |

- The DBT nominee serves as link between department and the respective IBSC. The nominee should ensure that:
  - handbook on IBSC, Third revised edition, September 2020 is followed by IBSC.
  - the committee has been constituted as per the norms of the guidelines.
  - the Recombinant DNA Safety Guidelines are strictly followed in the company.
  - the IBSC meets regularly (at least twice in a year) to review the ongoing activities and provide yearly reports to RCGM/ DBT in the prescribed proforma.
  - all the activities within the purview of the guidelines are in the knowledge of RCGM/DBT and to guide the IBSC on biosafety issues.
  - the IBSC will follow the 'Simplified Procedures/Guidelines on Exchange (inter-state and inter-institutional supply/ receipt within India), Import and Export of Genetically Engineered Organism and Product(s) thereof for research Purpose', as per Department's OM dated 22.09.2015 and its revised version issued vide DBT OM dated 17.01.2020.
- He/she will work for 3 years on the respective committee. On the expiry of term of nominee, institution/ organizations are required to reconstitute its IBSC in prescribed proforma.
- The DBT, on the expiry of the term of its nominee shall re-nominate or appoint a new nominee, and such nomination shall be communicated to the institutes/ organizations.
- Any special invitee/s to IBSC should be communicated to RCGM/ or taken prior approval.
- The IBSC of the institution will meet at least twice in a year. The institutes having the IBSC are required to submit yearly report of progress (1st January to 31st December) within one month, following the expiry of the period of Progress Report to the DBT for enabling the proper monitoring and consolidation of this information by the RCGM and the Government.
- The institute will meet the TA/DA & honorarium to the DBT nominee as per the GOI norms.

To  
Dr Vinay Sharma, Chairman, Jaipur, RAJASTHAN

Copy to:

- Dr BHARTI MALHOTRA, Sr. Prof. and Head, Dept of Microbiology, SMS Medical College, Jaipur, Jaipur, RAJASTHAN
- Dr Sudhir Mehta, Biosafety Officer, Jaipur, RAJASTHAN
- Office Copy
- Guard file

Member Secretary,  
RCGM, DBT

Member Secretary,  
RCGM, DBT

डॉ. नितिन कुमार जैन / Dr. NITIN K. J.  
वैज्ञानिक एफ / Scientist F  
बायोटेक्नोलॉजी विभाग / Dept. of Biotechno  
लॉजी और प्रोसेस, मंत्रालय / Micro Science & T  
प्रोसेस विभाग, नई दिल्ली / Govt. of India, N.



## **SOP FOR HUMAN RESEARCH**

Standard Operating Procedures (SOP) for Institutional Ethics Committee for Human Research is to contribute to the effective functioning of the Institutional Ethics Committee for human research (HEC) so that a quality and consistent ethical review mechanism for health and biomedical research is put in place for all proposals dealt by the Committee as prescribed by the Ethical guidelines for biomedical research on human subjects of ICMR.

### **1. Role of HEC**

HEC will review and approve all types of research proposals involving human participants with a view to safeguard the dignity, rights, safety, and wellbeing of all actual and potential research participants. The goals of research, however important, should never be permitted to override the health and wellbeing of the research subjects.

The HEC will take care that all the cardinal principles of research ethics viz. Autonomy, Beneficence, Non - maleficence and Justice are taken care of in planning, conduct and reporting of the proposed research. For this purpose, it will investigate the aspects of informed consent process, risk benefit ratio, distribution of burden and benefit and provisions for appropriate compensations wherever required. It will review the proposals before start of the study as well as monitor the research throughout the study until and after completion of the study through appropriate well documented procedures for example annual reports, final reports and site visits etc. The committee will also examine compliance with all regulatory requirements, applicable guidelines and laws.

The mandate of the HECs will be to review all research projects involving human subjects to be conducted at the Institute, irrespective of the funding agency. The role of HEC can be modified according to the requirement of each Institute

### **2. Composition of HEC**

HECs should be multidisciplinary and multisectoral in composition. Independence and competence are the two hallmarks of an HEC.

The number of persons in an ethical committee should be kept small (7-9 members). It is generally accepted that a minimum of five persons is required to compose a quorum. There is no specific recommendation for a widely acceptable maximum number of persons, but it should be kept in mind that too large a committee will make it difficult in reaching consensus opinions. 12-15 is the maximum recommended number.

The Chairperson of the Committee should preferably be from outside the Institution and not head of the same Institution to maintain the independence of the Committee. The Member Secretary who generally belongs to the same Institution should conduct the business of the Committee. Other members should be a mix of medical / non-medical scientific and non-scientific persons including lay public to reflect the differed viewpoints.

The composition may be as follows: -

1. Chairperson
2. 1-2 basic medical scientists.
3. 1-2 clinicians from various Institutes
4. One legal expert or retired judge
5. One social scientist / representative of non-governmental voluntary agency
6. One philosopher / ethicist / theologian
7. One lay person from the community
8. Member-Secretary

The ethical committee at any institution can have as its members, individuals from other institutions or communities if required. There should be adequate representation of age, gender, community, etc. in the Committee to safeguard the interests and welfare of all sections of the community / society. Members should be aware of local, social, and cultural norms, as this is the most important



social control mechanism. If required, subject experts could be invited to offer their views, for example for drug trials a pharmacologist, preferably a clinical pharmacologist, should be included. Similarly, based on the requirement of research area, for example HIV, genetic disorders etc. specific patient groups may also be represented in the Committee. The membership of HEC will include Epidemiologist(s), Sociologist(s), Lawyer(s), Theologian, Statistician(s), Clinician(s), Basic scientists, Pharmacist(s)/Clinical Pharmacologist(s) etc They should be appointed by the Head of the Institute based on their competencies and integrity and could be drawn from any public or private Institute from anywhere in the country. fer.

HEC should be constituted in the following pattern:

- i) A Chairperson
- ii) A Deputy Chairman, if needbe,
- iii) | A Member Secretary,
- iv) 5-15 members from different Departments / Specialties / disciplines or areas etc.



**AMITY UNIVERSITY**  
RAJASTHAN

Post Bag No. 11-C,  
 Jaipur Road No. 60/62,  
 Jaipur - 302022,  
 Tel: 01422-231111,  
 Fax: 01422-231112

Date: 15/10/2022

No. AMU/REG/607

**Institutional Ethical Committee for Human Research**

As per the guidelines of Indian Council of Medical Research (ICMR), a standing committee is re-constituted in order to review and screen the research or projects on human being conducted in the Amity University Rajasthan, Jaipur.

S. No.	Name of Member	Designation	Role in Institution or Ethical Committee	Address	Contact Details
1	Prof. Nishikanta Mishra	Senior Professor of Medicine, Medical Officer, Senior Civil Engineer, Program, Social Science, Postgraduate Program, MNR Medical College & Hospital, Jaipur.	Chairperson	Non-Affiliate	9999999999@amity.edu Mob: - 9414022222 26, Convent Colony, J.P. Nagar Jaipur.
2	Prof. S. L. Kulkarni	Emeritus Professor, Head Biochem, Vice President ASIB, Jaipur Amity University Rajasthan, Jaipur.	Scientific Member	Affiliate	9999999999@amity.edu Mob: - 982627912 Amity University Rajasthan, Jaipur.
3	Prof. Vinay Sharma	Dean Research & Innovation, Amity Institute of Biotechnology, Amity University Rajasthan, Jaipur.	Scientific Member	Affiliate	9999999999@amity.edu Mob: - 932627912 Amity Institute of Biotechnology, Amity University Rajasthan, Jaipur.
4	Dr. Dhriti Deepika Singh	Associate Professor, Amity Institute of Biotechnology, Amity University Rajasthan, Jaipur.	Member Secretary	Affiliate	9999999999@amity.edu Mob: - 982627912 Amity Institute of Biotechnology, Amity University Rajasthan, Jaipur.
5	Prof. Anilash Chhabra	Dr. Professor, Department of Physiology, MNR Medical College & Hospital, Jaipur.	Basic Medical Scientist	Non-Affiliate	9999999999@amity.edu Mob: - 982627912 12, 206, Sector 14, Gurgaon, Haryana, India - 122002
6	Dr. Rajan Sharma	Senior Professor of Medicine, MNR Medical College & Hospital, Jaipur.	Chairman	Non-Affiliate	9999999999@amity.edu Mob: - 9414022222 17, 206, Sector 14, Gurgaon, Haryana, India - 122002
7	Dr. Roshni Gupta	Assistant Professor, Amity Law School, Amity University Rajasthan, Jaipur.	Law Expert	Affiliate	9999999999@amity.edu Mob: - 982627912 Amity Law School, Amity University Rajasthan, Jaipur.

Page # 1 / 2

Amity City Office: Amity House, C-119, 1st Floor, Scheme, Behind Vihar, Sakinaka, Jaipur - 302 018, Telephone: 2547237465, 2314111



**AMITY UNIVERSITY**  
RAJASTHAN

Post Bag No. 11-C,  
 Jaipur Road No. 60/62,  
 Jaipur - 302022,  
 Tel: 01422-231111,  
 Fax: 01422-231112

S. No.	Name of Member	Designation	Role in Institution or Ethical Committee	Address	Contact Details
8	Prof. Anur Chugh	Dr. Dean, Faculty of Pharmaceutical Sciences, RECET, Dr. Professor of Ph.D., Department of Biotechnology, Physics & Radiation Safety, Director in-charge, Training Centre, MNR Medical College & Hospital, Jaipur.	Scientific Member	Non-Affiliate	9999999999@amity.edu Mob: - 982627912 15/16, Convent Road, Convent, Jaipur - 302013
9	Dr. Anand Chugh	Professor of Philosophy and Head, Department of Arts in the School of Humanities and Social Sciences, Jaipur Amity University Rajasthan, Jaipur.	Philosopher	Non-Affiliate	9999999999@amity.edu Mob: - 982627912 Department of Arts, Amity University, Jaipur.
10	Arin Vans Khanna	Member in Charge, Jaipur.	Law Partner	Non-Affiliate	9999999999@amity.edu Mob: - 982627912 P. B. 103 Colony, Chandra Prasad Sharma, 12/11, 1st Floor, Jaipur - 302013

The Institutional Ethical Committee for Human Research, constituted under vide letter No. AMU/REG/607 dated 15/10/2022, is hereby re-appointed.

  
**Dr. Nishikanta Mishra**  
 Registrar

Page # 2 / 2

Amity City Office: Amity House, C-119, 1st Floor, Scheme, Behind Vihar, Sakinaka, Jaipur - 302 018, Telephone: 2547237465, 2314111

### 3. Membership requirements:

- a. The duration of appointment is initially for a period of 2-3 years
- b. At the end of 2-3 years the committee is reconstituted, and 50% of the members will be replaced by a defined procedure.
- c. A member can be replaced in the event of death or long-term nonavailability or for any action not commensurate with the responsibilities laid down in the guidelines deemed unfit for a member.
- d. A member can tender resignation from the committee with proper reasons to do so.
- e. All members should maintain absolute confidentiality of all discussions during the meeting and sign a confidentiality form.
- f. Conflict of interest should be declared by members of the HEC



#### **4. Quorum requirements:**

The minimum of 5 members are required to compose a quorum. All decisions should be taken in meetings and not by circulation of project proposals.

#### **5. Offices**

The Chairperson will conduct all meetings of the HEC. If for reasons beyond control, the Chairperson is not available, the Deputy Chairperson or an alternate Chairperson will be elected from the members by the members present, who will conduct the meeting. The Member Secretary is responsible for organizing the meetings, maintaining the records, and communicating with all concerned. He/she will prepare the minutes of the meetings and get it approved by the Chairman before communicating to the researchers with the approval of the appropriate authority.

#### **6. Independent consultants**

HEC may call upon subject experts as independent consultants who may provide special review of selected research protocols, if need be. These experts may be specialists in ethical or legal aspects, specific diseases or methodologies, or represent specific communities, patient groups or special interest groups e.g., Cancer patients, HIV/AIDS positive persons or ethnic minorities. They are required to give their specialized views but do not take part in the decision-making process which will be made by the members of the HEC.

#### **7. Application Procedures:**

- a. All proposals should be submitted in the prescribed application form, the details of which are given under Documentation
- b. All relevant documents should be enclosed with application form
- c. Required number of copies of the proposal along with the application and documents in prescribed format duly signed by the Principal Investigator (PI) and Co-investigators / Collaborators should be forwarded by the Head of the Departments / Institution to the ethics committee.
- d. The date of meeting will be intimated to the researcher, to be present, if necessary to offer clarifications.
- e. The decision will be communicated in writing. If revision is to be made, the revised document in required number of copies should be submitted within a stipulated period of time as specified in the communication or before the next meeting.
- f. Prescribed fee if any, should be remitted along with the application.

#### **8. Documentation:**

For a thorough and complete review, all research proposals should be submitted with the following documents:

1. Name of the applicant with designation
2. Name of the Institute/ Hospital / Field area where research will be conducted.
3. Approval of the Head of the Department / Institution
4. Protocol of the proposed research
5. Ethical issues in the study and plans to address these issues.
6. Proposal should be submitted with all relevant enclosures like proforma, case report forms, questionnaires, follow - up cards, etc.
7. Informed consent process, including patient information sheet and informed consent form in local language(s).
8. For any drug / device trial, all relevant pre-clinical animal data, and clinical trial data from other centres within the country / countries, if available.
9. Curriculum vitae of all the investigators with relevant publications in last five, years.
10. Any regulatory clearances required.
11. Source of funding and financial requirements for the project.



12. Other financial issues including those related to insurance
13. An agreement to report only Serious Adverse Events (SAE) to HEC.
13. Statement of conflicts of interest, if any.
14. Agreement to comply with the relevant national and applicable international guidelines.
15. A statement describing any compensation for study participation (including expenses and access to medical care) to be given to research participants; a description of the arrangements for indemnity, if applicable (in study-related injuries); a description of the arrangements for insurance coverage for research participants, if applicable; all significant previous decisions (e.g., those leading to a negative decision or modified protocol) by other ECs or regulatory authorities for the proposed study (whether in the same location or elsewhere) and an indication of the modification(s) to the protocol made on that account. The reasons for negative decisions should be provided.
16. Plans for publication of results — positive or negative- while maintaining the privacy and confidentiality of the study participants.
17. Any other information relevant to the study

#### **9. Review procedures:**

- a. The meeting of the HEC should be held on scheduled intervals as prescribed and additional meetings may be held as and when the proposals are received for review.
- b. The proposals will be sent to members at least 2 weeks in advance.
- c. Decisions will be taken by consensus after discussions, and whenever needed voting will be done.
- d. Researchers will be invited to offer clarifications if need be.
- e. Independent consultants/Experts will be invited to offer their opinion on specific research proposals if needed.
- f. The decisions will be minuted and Chairperson's approval taken in writing.

#### **10. Element of review**

- a. Scientific design and conduct of the study.
- b. Approval of appropriate scientific review committees.
- c. Examination of predictable risks/harms.
- d. Examination of potential benefits.
- e. Procedure for selection of subjects in methodology including inclusion/ exclusion, withdrawal criteria and other issues like advertisement details.
- f. Management of research related injuries, adverse events.
- g. Compensation provisions.
- h. Justification for placebo in control arm, if any.
- i. Availability of products after the study, if applicable.
- j. Patient information sheet and informed consent form in local language.
- k. Protection of privacy and confidentiality.
- l. Involvement of the community, wherever necessary.
- m. Plans for data analysis and reporting
- n. Adherence to all regulatory requirements and applicable guidelines
- o. Competence of investigators, research and supporting staff
- p. Facilities and infrastructure of study sites
- q. Criteria for withdrawal of patients, suspending or terminating the study

#### **11. Expedited review**

All revised proposals, unless specifically required to go to the main committee, will be examined in a meeting of identified members convened by the Chairman to expedite decision making. Expedited review may also be taken up in cases of nationally relevant proposals requiring urgent review. The



nature of the applications, amendments, and other considerations that will be eligible for expedited review should be specified.

### **12. Decision-making**

- a. Members will discuss the various issues before arriving at a consensus decision.
- b. A member should withdraw from the meeting during the decision procedure concerning an application where a conflict of interest arises, and this should be indicated to the chairperson prior to the review of the application and recorded in the minutes.
- c. Decisions will be made only in meetings where quorum is complete.
- d. Only members can make the decision. The expert consultants will only offer their opinions.
- e. Decision may be to approve, reject or revise the proposals. Specific suggestions for modifications and reasons for rejection should be given.
- f. In cases of conditional decisions, clear suggestions for revision and the procedure for having the application re-reviewed should be specified.
- g. Modified proposals may be reviewed by an expedited review through identified members.
- h. Procedures for appeal by the researchers should be clearly defined.

### **13. Communicating the decision**

- a. Decision will be communicated by the Member Secretary in writing.
- b. Suggestions for modifications, if any, should be sent by HEC.
- c. Reasons for rejection should be informed to the researchers.
- d. The schedule / plan of ongoing review by the HEC should be communicated to the PI.

### **14. Follow up procedures**

- a. Reports should be submitted at prescribed intervals for review.
- b. Final report should be submitted at the end of study.
- c. All SAEs and the interventions undertaken should be intimated.
- d. Protocol deviation, if any, should be informed with adequate justifications.
- e. Any amendment to the protocol should be resubmitted for renewed approval.
- f. Any new information related to the study should be communicated.
- g. Premature termination of study should be notified with reasons along with summary of the data obtained so far.
- h. Change of investigators / sites should be informed.

### **17. Record keeping and Archiving**

- a. Curriculum Vitae (CV) of all members of HEC.
- b. Copy of all study protocols with enclosed documents, progress reports, and SAEs.
- c. Minutes of all meetings duly signed by the Chairperson.
- d. Copy of all existing relevant national and international guidelines on research ethics and laws along with amendments.
- e. Copy of all correspondence with members, researchers, and other regulatory bodies.
- f. Final report of the approved projects.
- g. All documents should be archived for prescribed period.

### **18. Updating HEC members**

- a. All relevant new guidelines should be brought to the attention of the members.
- b. Members should be encouraged to attend national and international training programs in research ethics for maintaining quality in ethical review and be aware of the latest developments in this area.



### ANNEXURE III: PLAGIARISM GUIDELINES

The plagiarism guidelines to curb the plagiarism shall be as follows and applicable as below:

**a) Candidate:**

- (1) Assessment of academic and research work done leading to the partial fulfilment for the award of degrees at master's and Research level, by a student or a faculty or a researcher or a staff, in the form of thesis, dissertation and publication of research papers, chapters in books, full-fledged books and any other similar work, reflects the extent to which elements of academic integrity and originality are observed in various relevant processes adopted by University.
- (2) Every student submitting a thesis, dissertation, or any other such documents to the University 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.
- (3) The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the University.
- (4) Each supervisor shall submit a certificate indicating that the work done by the researcher under him / her is plagiarism free.

- (1) University shall develop a guideline on plagiarism and get it approved by its relevant statutory bodies/authorities. The approved policy shall be placed on the homepage of the University website.
- (2) University shall create Institutional Repository on institute website which shall include dissertation / thesis / paper / publication and other in-house publications.
- (3) University shall submit to INFLIBNET soft copies of all Masters, Research program's dissertations and thesis within a month after the award of degrees for hosting in the digital repository under the "Shodh Ganga e-repository".

Plagiarism would be quantified into following levels in ascending order of severity:

- i. Level 0: Similarities upto 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%

Institutional Academic Integrity Panel (JAIP) shall impose penalty considering the severity of the Plagiarism.

- i. Level 0: Similarities upto 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 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 programme 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.

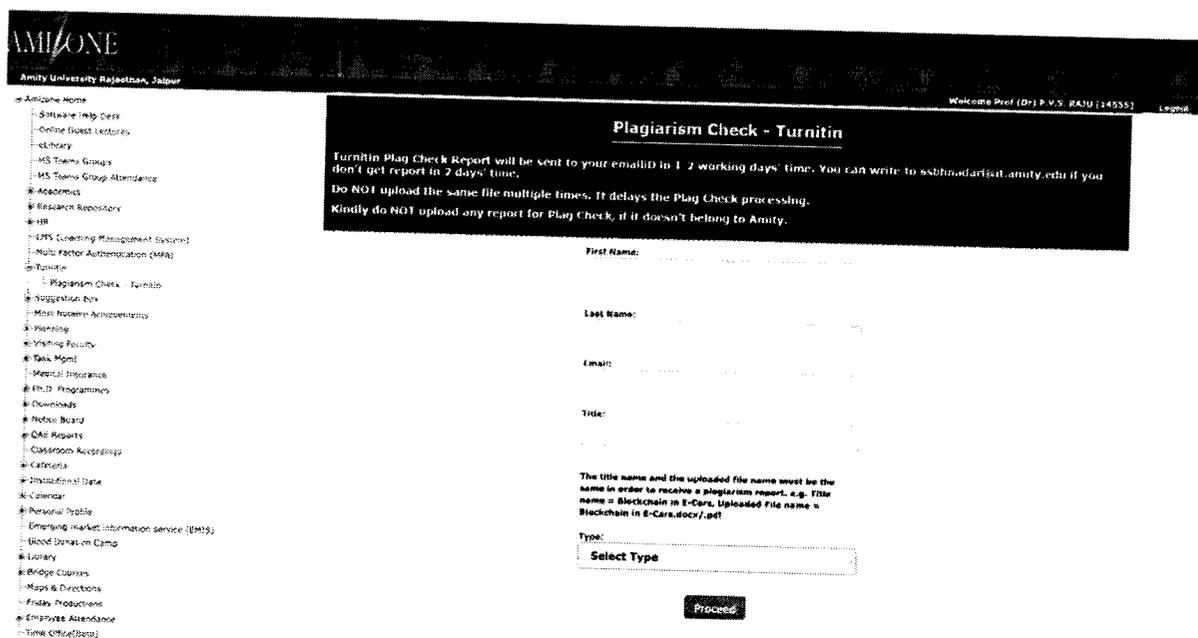
**Note 2: Penalty in case where the degree/credit has already been obtained -** If plagiarism is proved on a date later than the date of award of degree or credit then his/her degree or credit shall be put in abeyance for a period recommended by the IAIP and approved by the Head of the Institution.



## b) Detection/Reporting/Handling of Plagiarism

If any member of the academic community suspects with appropriate proof that a case of plagiarism has happened in any document, he or she shall report it to the Departmental Academic Integrity Panel (DAIP). Upon receipt of such a complaint or allegation the DAIP shall investigate the matter and submit its recommendations to the Institutional Academic Integrity Panel (IAIP) of the University.

The authorities of university should take the notice of the act of plagiarism and initiate proceedings under the regulations. The University Provides software for plagiarism check (TURNITIN) through its online portal Amizone



**Plagiarism Check - Turnitin**

Turnitin Plag Check Report will be sent to your emailID in 1-2 working days' time. You can write to esbhadari@it.amity.edu if you don't get report in 2 days' time.  
Do NOT upload the same file multiple times. It delays the Plag Check processing.  
Kindly do NOT upload any report for Plag Check, if it doesn't belong to Amity.

First Name:

Last Name:

Email:

Title:

The title name and the uploaded file name must be the same in order to receive a plagiarism report. e.g. Title name = Blockchain in E-Care, Uploaded File name = Blockchain in E-Care.docx/pdf

Type:

Select Type

Process

## c) Departmental Academic Integrity Panel (DAIP)

- i. All Departments in University shall notify a DAIP whose composition shall be as given below:
  - a. Chairman - Head of the Department
  - b. Member - Senior academician from outside the department, to be nominated by the head of university.
  - c. Member - A person well versed with anti-plagiarism tools, to be nominated by the Head of the Department.

The tenure of the members in respect of points 'b' and 'c' shall be two years. The quorum for the meetings shall be 2 out of 3 members (including Chairman).

- ii. The DAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff.
- iii. The DAIP shall have the power to assess the level of plagiarism and recommend penalty (ies) accordingly.
- iii. The DAIP after investigation shall submit its report with the recommendation on penalties to be imposed to the AIP within a period of 45 days from the date of receipt of complaint / initiation of the proceedings.

## d) Institutional Academic Integrity Panel (IAIP)

- i. The composition of University IAIP shall be as given below:
  - a. Chairman - Pro-VC/Dean/Senior Academician of the University.
  - b. Member - Senior Academician other than Chairman, to be nominated by the Head of University.



- c. Member - One member nominated by the Head of University from outside the University.
- d. Member - A person well versed with anti-plagiarism tools, to be nominated by the Head of the University.

The Chairman of DAIP and IAIP shall not be the same. The tenure of the Committee members including Chairman shall be three years. The quorum for the meetings shall be 3 out of 4 members (including Chairman).

- ii. The AIP shall consider the recommendations of DAIP.
- iii. The IAIP shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.
- iv. The IAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher, and staff of university.
- v. The IAIP shall have the power to review the recommendations of DAIP including penalties with due justification.
- vi. The IAIP shall send the report after investigation and the recommendation on penalties to be imposed to the Head of the University within a period of 45 days from the date of receipt of recommendation of DAIP/ complaint / initiation of the proceedings.
- vii. The IAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.



## ANNEXURE IV: Research Board



# AMITY UNIVERSITY RAJASTHAN

Kant Kailwar, NH-11-C,  
Jaipur (Rajasthan) 303002  
Tel: 01426-405678,  
Fax: 01426-405679

No. : AUR/REG/3911

Date : 08/01/2020

### Research Board

As per the 'Model Statutes of Private Universities' to be applicable to all Private Universities the 'Research Board' has been defined as 'Other Statutory Authorities'. Hence, to comply with the mandate of the Statutes, the 'Research Board' is constituted as below in accordance with the laid down composition and terms of office.

1. The Research Board shall consist of the following, namely :

#### Chairperson

1. Prof. Arun Paul President

#### Members

#### Pro-President

2. Prof. Amit Jain

#### Chairman of the Ethics Committee

3. Prof. P.V.S. Raju

#### Representation of each University teaching Department

- |                            |  |
|----------------------------|--|
| 4. Prof. Anurag Varma      | Amity School of Architecture & Planning (ASAP)                         |
| 5. Prof. Saroj Bohra       | Amity Law School (ALS)   |
| 6. Prof. Sanjeeb Pal       | Amity School of Hospitality (ASH)                                      |
| 7. Prof. Ajay Jain         | Amity Institute of Biotechnology (AIB)                                 |
| 8. Prof. Jagdish Prasad    | Amity School of Applied Sciences (ASAS)                                |
| 9. Dr. Pankaj Kumar Pandey | Amity School of Engineering & Technology (ASET)                        |
| 10. Dr. Udai Bhan Singh    | Amity Business School (ABS)  |
| 11. Dr. Dipa Chakrabarti   | Amity School of Languages (ASL)  |
| 12. Dr. Swapnesh Taterh    | Amity Institute of Information Technology (AIIT)                       |
| 13. Dr. Jayati Sharma      | Amity School of Communication (ASCo)                                   |
| 14. Dr. Vismita Paliwal    | Amity Institute of Behavioural & Allied Sciences (AIBAS)               |
| 15. Dr. Sambaditya Raj     | Amity School of Fashion Technology (ASFT)                              |
| 16. Dr. Gautam Kumar Sinha | Amity School of Liberal Arts (ASLA) / Amity School of Fine Arts (ASFA) |
| 17. Dr. Jaglip Singh Sohal | Amity Institute of Microbial Technology (AIMT)                         |

#### Dean

18. Prof. G. K. Aseri Dean - Academics

#### The Registrar

19. Dr. Nitin Bhardwaj Registrar

#### Member Secretary

20. Prof. Vinay Sharma Dean - Research

2. One-third of the total members of the Research Board shall form the quorum. In the absence of the President, the Pro-President shall preside at the meeting.

*NK*



Page # 1 / 2

Amity City Office: Amity House, C-119, Lal Kothi Scheme, Behind Vidhan Sabha, Jaipur - 302 015, Telefax- 0141-2372489, 2374111



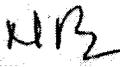


# AMITY UNIVERSITY

## RAJASTHAN

Kant Kalwar, NH-11-C,  
Jaipur (Rajasthan) 303002  
Tel: 01426-405678,  
Fax: 01426-405679

3. The recommendations of the Research Board shall be submitted to the Academic Council for its consideration.
4. The Research Board shall meet at least twice in one academic session.
5. The Research Board shall perform the following functions, namely :
  - (a) to recommend the names of qualified teachers from post graduate departments of the University who are eligible for guiding research work as per prevailing UGC Regulations;
  - (b) to suggest process of registration for Doctoral Degrees through entrance examination as specified in prevailing UGC Regulations;
  - (c) to suggest ways to maintain quality and relevance of research and to ensure prevention of plagiarism,
  - (d) to suggest mechanism to ensure compliance of prevailing UGC Regulations regarding M.Phil. and Ph.D. Degrees, and
  - (e) to perform such other functions, as may be assigned to it by the Board of Management or the Academic Council with regard to the maintenance of standards and promotion of research.
  - (f) to devise/develop and review all research related guidelines and policies.
  - (g) to vet and recommend all the Research Projects for onward submission to the agencies for grants.
  - (h) to maintain and continuously update the research data related to Patents/Projects/Grants/Publications etc.
6. The existing Directorate of Research and Publication (DR&P) stands dissolved and henceforth all activities being carried out under DR&P including updation on ARIZONE, shall be carried out under the Dean Research Office in consultation with Research Board.

  
Dr. Nitin Bhardwaj  
Registrar



Page 12 / 2

Amity City Office: Amity House, C-119, Lal Kothi Scheme, Behind Vidhan Sabha, Jaipur - 302 015, Telefax- 0141-2372489, 2374111





# AMITY UNIVERSITY

## RAJASTHAN

Kant Kalwar, NH-11-C,  
Jaipur (Rajasthan) 303002  
Tel: 01426-405678,  
Fax: 01426-405679

No. : AUR/REG/5009

Date : 09/12/2020

### Research Board

As per the 'Model Statutes of Private Universities' to be applicable to all Private Universities the 'Research Board' has been defined as 'Other Statutory Authorities'. Hence, to comply with the mandate of the Statutes, the 'Research Board' is re-constituted as below in accordance with the laid down composition and terms of office.

1. The Research Board shall consist of the following, namely :

#### Chairperson (Acting)

1. Prof. Amit Jain  
Pro-President

#### Members

#### Chairman of the Ethics Committee

2. Prof. P.V.S. Raju

#### Representation of each University teaching Department

- |                            |  |
|----------------------------|--|
| 3. Prof. Anurag Varma      | Amity School of Architecture & Planning (ASAP)                         |
| 4. Prof. Saroj Bohra       | Amity Law School (ALS)   |
| 5. Prof. Sanjeeb Pal       | Amity School of Hospitality (ASH)                                      |
| 6. Prof. Rajesh S. Prasad  | Amity School of Engineering & Technology (ASET)                        |
| 7. Prof. Ajay Jain         | Amity Institute of Biotechnology (AIB)                                 |
| 8. Prof. Jagdish Prasad    | Amity School of Applied Sciences (ASAS)                                |
| 9. Prof. Anand Prakash     | Amity Institute of Clinical Psychology                                 |
| 10. Dr. Udai Bhan Singh    | Amity Business School (ABS)  |
| 11. Dr. Dipa Chakrabarti   | Amity School of Languages (ASL)  |
| 12. Dr. Swapnesh Taterh    | Amity Institute of Information Technology (AIIT)                       |
| 13. Dr. Jayati Sharma      | Amity School of Communication (ASCc)                                   |
| 14. Dr. Vismata Paliwal    | Amity Institute of Behavioural & Allied Sciences (AIBAS)               |
| 15. Dr. Sambaditya Raj     | Amity School of Fashion Technology (ASFT)                              |
| 16. Dr. Gautam Kumar Sinha | Amity School of Liberal Arts (ASLA) / Amity School of Fine Arts (ASFA) |
| 17. Dr. Jagdip Singh Sohal | Amity Institute of Microbial Technology (AIMT)                         |

#### Dean

18. Prof. G. K. Aseri  
Dean - Academics

#### The Registrar

19. Dr. Nitin Bhurdwaj  
Registrar

#### Member Secretary

20. Prof. Vinay Sharma  
Dean - Research

2. One-third of the total members of the Research Board shall form the quorum. In the absence of the President, the Pro-President shall preside at the meeting.
3. The recommendations of the Research Board shall be submitted to the Academic Council for its consideration.

Page 1 / 2

Amity City Office: Amity House, C-119, Lal Kothi Scheme, Behind Vidhan Sabha, Jaipur - 302 015, Telefax- 0141-2372489, 2374111





# AMITY UNIVERSITY

## RAJASTHAN

Kant Katwar, NH-11-C,  
Jaipur (Rajasthan) 303002  
Tel: 01426-405676,  
Fax: 01426-405879

4. The Research Board shall meet at least twice in one academic session.
5. The Research Board shall perform the following functions, namely :
  - (a) to recommend the names of qualified teachers from post graduate departments of the University who are eligible for guiding research work as per prevailing UGC Regulations;
  - (b) to suggest process of registration for Doctoral Degrees through entrance examination as specified in prevailing UGC Regulations;
  - (c) to suggest ways to maintain quality and relevance of research and to ensure prevention of plagiarism,
  - (d) to suggest mechanism to ensure compliance of prevailing UGC Regulations regarding M.Phil. and Ph.D. Degrees, and
  - (e) to perform such other functions, as may be assigned to it by the Board of Management or the Academic Council with regard to the maintenance of standards and promotion of research.
  - (f) to devise/develop and review all research related guidelines and policies.
  - (g) to vet and recommend all the Research Projects for onward submission to the agencies for grants.
  - (h) to maintain and continuously update the research data related to Patents/Projects/Grants/Publications etc.
6. The existing University Research Council stands dissolved and henceforth all activities being carried out under University Research Council, shall be carried out under the Dean Research Office in consultation with Research Board.
7. Board constituted vide this office Letter No. AUR/REG/3911 dated 08/01/2020 on the subject matter is hereby superseded.

  
Dr. Nitin Bhardwaj  
Registrar



Amity City Office: Amity House, C-119, Lal Kothi Scheme, Behind Vidhan Sabha, Jaipur - 302 015, Telefax- 0141-2372489, 2374111





# AMITY UNIVERSITY

## RAJASTHAN

Kant Kalwar, NH-11-C,  
Jaipur (Rajasthan) 303002  
Tel: 01426-405678,  
Fax: 01426-405679

No. : AUR/REG/6403

Date : 24/05/2022

### Research Board

As per the 'Model Statutes of Private Universities' to be applicable to all Private Universities the 'Research Board' has been defined as 'Other Statutory Authorities'. Hence, to comply with the mandate of the Statutes, the 'Research Board' is constituted as below in accordance with the laid down composition and terms of office.

1. The Research Board shall consist of the following, namely :

#### Chairperson

1. Prof. Rakesh Bhatnagar President

#### Members

2. Prof. Amit Jain Pro-President

#### Representation of 'Institutional Ethical Committee for Human Research'

3. Dr. Desh Deepak Singh (Member Secretary)

#### Representation of each University teaching Department

4. Prof. Saroj Bohra Amity Law School (ALS)  
5. Prof. Sanjeeb Pal Amity School of Hospitality (ASH)  
6. Prof. P.V.S. Raju Amity Centre for Ocean, Atmospheric Science & Technology (Amity COAST)  
7. Prof. Ajay Jain Amity Institute of Biotechnology (AIB)  
8. Prof. Jagdish Prasad Amity School of Applied Sciences (ASAS)  
9. Prof. Pankaj Kumar Pandey Amity School of Engineering & Technology (ASET)  
10. Prof. Deepali Bhatnagar Amity Business School (ABS)  
11. Prof. Dipa Chakrabarti Amity School of Languages (ASL)  
12. Prof. Anand Prakash Amity Institute of Clinical Psychology (AICP)  
13. Prof. Swapnesh Taterh Amity Institute of Information Technology (AIIT)  
14. Dr. Jayati Sharma Amity School of Communication (ASCo)  
15. Dr. Vismita Paliwal Amity Institute of Behavioural & Allied Sciences (AIBAS)  
16. Dr. Sambaditya Raj Amity School of Fashion Technology (ASFT)  
17. Prof. Rahul Tripathi Amity School of Liberal Arts (ASLA) / Amity School of Fine Arts (ASFA)  
18. Dr. Khupliarlam Tungnung Amity School of Architecture & Planning (ASAP)  
19. Dr. Deepansh Sharma Amity Institute of Microbial Technology (AIMT)

#### Dean

20. Prof. G. K. Aseri Dean - Academics

#### The Registrar

21. Dr. Nitin Bhardwaj Registrar

#### Member Secretary

22. Prof. Vinay Sharma Dean - Research

#### Special Invitee

23. Prof. S. L. Kothari Distinguished Professor - Biotechnology and Vice President-ASTIF, Jaipur

Page # 1 / 2

Amity City Office: Amity House, C-119, Lal Kothi Scheme, Behind Vidhan Sabha, Jaipur - 302 015, Telefax- 0141-2372489, 2374111





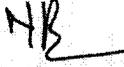
# AMITY UNIVERSITY

## RAJASTHAN

Kant Kalwar, NH-11-C,  
Jaipur (Rajasthan) 303002  
Tel: 01426-405678,  
Fax: 01426-405679

2. One-third of the total members of the Research Board shall form the quorum. In the absence of the President, the Pro-President shall preside at the meeting.
3. The recommendations of the Research Board shall be submitted to the Academic Council for its consideration.
4. The Research Board shall meet at least twice in one academic session.
5. The Research Board shall perform the following functions, namely :
  - (i) to recommend the names of qualified teachers from post graduate departments of the University who are eligible for guiding research work as per prevailing UGC Regulations;
  - (ii) to suggest process of registration for Doctoral Degrees through entrance examination as specified in prevailing UGC Regulations;
  - (iii) to suggest ways to maintain quality and relevance of research and to ensure prevention of plagiarism,
  - (iv) to suggest mechanism to ensure compliance of prevailing UGC Regulations regarding M.Phil. and Ph.D. Degrees, and
  - (v) to perform such other functions, as may be assigned to it by the Board of Management or the Academic Council with regard to the maintenance of standards and promotion of research.
  - (vi) to devise/develop and review all research related guidelines and policies.
  - (vii) to vet and recommend all the Research Projects for onward submission to the agencies for grants.
  - (viii) to maintain and continuously update the research data related to Patents/Projects/Grants/Publications etc.

'The Research Board' of AUR constituted earlier vide Letter No. AUR/REG/3911 dated 08/01/2020, is hereby superseded.

  
Dr. Nitin Bhardwaj  
Registrar



Page # 2 / 2

Amity City Office: Amity House, C-119, Lal Kothi Scheme, Behind Vidhan Sabha, Jaipur - 302 015, Telefax- 0141-2372489, 2374111

