Lr. No.VIIT (A)/R&D /2018-2019/01

Date: 07/09/2018

CIRCULAR

Subject: Constitution of Research Ethics Committee

It is to inform all that an ethics committee has been formed to review the ethical research factors in the publications and project proposals. The following listed faculty members are instructed to discuss the following agenda points and requested to report on them.

1. Plagiarism software availability and checking similarity
2. Research ethics submission form
3. Other any relevant matter

S.No.	Name of the person	Designation	Status of the person
1.	Dr. Ch. Narasimham	Principal	Chairperson
2.	Dr. K. Venkata Rao	Dean IQAC	Member
3.	Dr. G.Venkata Rao	HoD-CE	Member
4.	Dr.B.Arundhati	HoD- EEE	Member
5.	Dr.Lokireddi.V.V.Gopal Rao	HoD-ME	Member
6.	Dr.R.P.Das	HoD-ECE	Member
7.	Dr.B.Prasad	HoD-CSE	Member
8.	Dr.K.Venkata Rao	HoD-IT &MCA	Member
9.	Dr. K.V.N. Rajesh	HoD-ECM	Member
10.	Dr. R. Hanumantha Rao	HoD-BS&H	Member
11.	Dr.T. Archanna acharya	HoD-MBA	Member
12.	Dr. Debnath Bhattacharayya	Dean R&D	Member Secretary
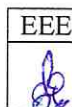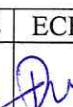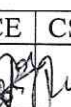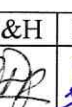
Dean-R&D

Principal

Copy to: Principal's Office

All the H.o.D.s

EEE	ECE	ECM	ME	CE	CSE	IT	BS&H	MBA	MCA

Lr. No.VIIT (A)/R&D /REC/MoM/2018-2019/01   Date: 26th September, 2018

Date: 26th September, 2018

Minutes of the Research Ethics Committee

Venue   :   AKCNB - Board Room

Meeting Date and Time: 26.09.2018 - 3.30 PM

***

The **RESEARCH AND DEVELOPMENT CELL, VIIT (A)** has conducted a meeting on **research ethics** covering the following agenda points

1) Plagiarism software availability and checking similarity
2) Research ethics submission form
3) Any other issues with the permission of the Chairperson

Members Present:

S.No.	Name of the person	Designation	Status of the person	Signature
1.	Dr. Ch. Narasimham	Principal	Chairperson	
2.	Dr. K. Venkata Rao	Dean IQAC	Member	
3.	Dr. G.Venkata Rao	HoD-CE	Member	
4.	Dr.B.Arundhati	HoD- EEE	Member	
5.	Dr.Lokireddi.V.V.Gopal Rao	HoD-ME	Member	
6.	Dr.R.P.Das	HoD-ECE	Member	
7.	Dr.B.Prasad	HoD-CSE	Member	
8.	Dr.K.Venkata Rao	HoD-IT &MCA	Member	
9.	Dr. K.V.N. Rajesh	HoD-ECM	Member	
10.	Dr. R. Hanumantha Rao	HoD-BS&H	Member	
11.	Dr.T. Archanna acharya	HoD-MBA	Member	
12.	Dr. Debnath Bhattacharayya	Dean R&D	Member Secretary	

Minutes of the meeting

Dean R&D welcomed all the members. Research profile of the institute is presented.

1) **Plagiarism software availability and checking similarity**

Committee members requested Dean- R&D to instruct all the faculty members to use plagiarism software to avoid duplication of the data or content. If any manuscript content more than 15%, it has to be revised.

2) **Research ethics submission form**

To make it easy to minimize the unavoidable copying in the research, Dean R&D was suggested to prepare a standard format, which must be submitted to the R&D office for submission either to a journal or to a funding agency.

3) **Any other issues with the permission of the Chairperson**

In addition to the quality of faculty publications, committee discussed about quality of student project reports. As it is known many students copy the content of their project from previous reports. Hence plagiarism checking is to be implemented for student projects.

Member Secretary

Principal

PRINCIPAL
VIGNAN'S INSTITUTE OF
Information Technology (A)
Beside: VSEZ, Duvvada, Visakhapatnam-'

Copy to

- All members present for necessary follow-up
- Rector's Office
- Principal Office
- CEO office
- All HoD's and Deans
- Master file

Lr. No.VIIT (A)/Dean R&D /REC/MoM/2018-2019/02

Date: 30 May, 2019

Minutes of Research Ethics Committee

Venue   :   AKCNB - Board Room

Meeting date and Time   :   17-04-2019, 4 PM

***

The **RESEARCH AND DEVELOPMENT CELL, VIIT (A)** has conducted a meeting on **research ethics** covering the following agenda points

1) Students research projects
2) Awareness on Plagiarism software usage
3) Any other issues with the permission of the Chairperson

Members Present:

S.No.	Name of the person	Designation	Status of the person	Signature
1.	Dr.B.Arundhati	Principal	Chairperson	
2.	Dr. V. MadhusudhanRao	Rector	Member	
3.	Dr. Ch. Narasimham	Dean IQAC	Member	
4.	Dr.G.Venkatarao	HoD-CE	Member	
5.	Dr.P.Sekhar	HoD- EEE	Member	
6.	Mr.CH. Sivaramakrishna	HoD-ME	Member	
7.	Dr.P.S.N.Murthy	HoD-ECE	Member	
8.	Dr.B.Prasad	HoD-CSE	Member	
9.	Mrs. J. Anitha	HoD-IT &MCA	Member	
10.	Dr. K.V.N. Rajesh	HoD-ECM	Member	
11.	Dr. T. SatyaGuru	HoD-BS&H	Member	
12.	Dr.T.Archanna acharya	HoD-MBA	Member	
13.	Dr.Lokireddi.V.V.GopalRao	Associate Dean	Member	
14.	Dr. E. Laxmi Lydia	Dean R&D	Member Secretary	

Minutes of the meeting

Welcomed all the dignitaries in the Research Ethics Committee meeting by Dean R&D and highlighted the previous meeting points.

1) **Students research projects**

   On the issue of student's projects, it was reiterated that plagiarism check should be implemented. The projects which are with defined plagiarism should be recommended.

2) **Awareness on Plagiarism software usage**

   Committee further decided to promote the importance of anti-plagiarism through sessions conducted with experts. The department of MBA instructed to conduct guest lectures on IPR to faculty and students to enlighten the relevance of ethical aspects of the research.

3) **Any other issues with the permission of the Chairperson**

   Some members expressed their experiences with the ethical research policies and asserted how the publisher sought a copyright form before submitting an article. Other members shared views on getting permission from the publishers when we use graphics of others' work.

In the end, Dr.B.Arundhati, the Principal, thanks all the members for their valuable suggestions and discussions.

Member Secretary

PRINCIPAL
VIGNAN'S INSTITUTE OF
Information Technology (A)
Beside: VSEZ, Duvvada, Visakhapatnam-49

Copy to
- All members present for necessary follow-up
- Rector's Office
- Principal Office
  CEO office
- All HoD's and Deans
- Master file