As approved and directed by the competent authority, the 'Research Ethics Committee' of the Institute is hereby constituted with immediate effect, consisting of the following members for overseeing the Ethics in Research, Publication of papers and PG-Thesis of the Institute.

<table>
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<tr>
<th>Principal</th>
<th>-- Chairman</th>
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<tr>
<td>Registrar</td>
<td>-- Member</td>
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<tr>
<td>Dean SASH</td>
<td>-- Member</td>
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<td>Dean Engineering</td>
<td>-- Member</td>
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<tr>
<td>Dean Chemical, Food Technology and Biotechnology</td>
<td>-- Member</td>
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<tr>
<td>Dean Students’ Welfare</td>
<td>-- Member</td>
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<tr>
<td>The Controller of Examinations</td>
<td>-- Member</td>
</tr>
<tr>
<td>Dean Research</td>
<td>-- Convenor</td>
</tr>
</tbody>
</table>

All concerned are to note and act accordingly.

Sd/-Principal

Haldia Institute of Technology

Copy forwarded for information & necessary action to:

1. The Hon'ble Chairman - for his kind information, please
2. The Vice Chairman
3. The Secretary
4. The CEO, ICARE
5. The OSD-ICARE
6. The Registrar
7. All Deans
8. All HODs
9. The Controller of Examinations
10. The Convener, IQAC
11. Office file

Principal 29-04-22

Haldia Institute of Technology
HALDIA INSTITUTE OF TECHNOLOGY
AN AUTONOMOUS INSTITUTION
(An Institution of ICARE)
Administrative Department

No. HIT/(CIR)/ 575 /2022  Dated: 29-04-2022

CIRCULAR

The meeting of Research Ethics Committee for the academic year 2021-22 is scheduled on 01 June, 2022 at Tamalika Panda Seth Conference Room. Agenda of the meeting:

- Plagiarism checking tools/software.
- Ethics in Research
- Tolerable percentage of plagiarism in PG-Thesis.

All the members of the committee are requested to attend the meeting.

Sd/- Convenor
(Research Ethics Committee)

Copy to:
1. The Chairman
2. The Vice Chairman
3. The Secretary
4. Principal
5. Registrar
6. Deans
7. COE
8. IQAC
9. Office file

Convenor
(Research Ethics Committee)
The meeting of the Research Ethics Committee was held at 4pm on 01/06/2022 at the Tamalika Panda Conference Room.

Following members were present in the meeting:

<table>
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</tbody>
</table>

1. COE insisted that the percentage of similarity Index of PG thesis should not be more than 30%.
2. It was collectively decided not to tolerate Plagiarism in any form.

After detailed discussions, the following were decided:

a) All the faculty, staff and student should be well aware of Research Ethics Policy of the Institute through departmental awareness programme.
   b) Institute should procure at least one plagiarism checking software, e.g. DrillBit, for maintain quality in research and publication.
   c) Each department would have a plagiarism checking process for students’ research papers and PG-Thesis.
   d) the percentage of similarity Index of PG thesis should not be more than 30%.

All concerned are requested to kindly take note of the above and take action accordingly. The meeting ended with the promise of maintaining high standard in quality research and publication of the institute.