

Publication Guidance Committee (PGC)

Publication Guidance Committee demonstrates the commitment of Teerthanker Mahaveer University to promote high ethical standards in academic publications of the research scholars, students and faculty members of the University. This committee will also play an advisory role to facilitate compliance to essential ethical practices to all concerned in publications throughout the University. This Committee was earlier called Publication Oversight Committee (POC). The objective of the Publication Guidance Committee is to ensure quality and ethical practice of all the submitted academic publications in accordance with the international ethical guidelines for publications.

Policy Document

The PGC shall follow the recommended national and international best practices as mentioned below for scrutiny and approval of manuscripts of publications:

1. Indian Council of Medical Research. Ethical Guidelines for Biomedical Research on Human Subjects. New Delhi.
2. Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication. Details regarding the Publication Ethics: Sponsorship, Authorship, and Accountability; International Committee of Medical Journal Editors is given in (www.icmje.org)
3. The corresponding author will be responsible for the submission of necessary documents through the online portal of the institute, and follow the guidance till the stage of final approval. All scientific writings [research, case report, review, etc.] which involve resources of the institute should be subjected to the process of POC. The corresponding author shall usually be the faculty who is the supervisor of the research scholar/student or the faculty member who designed and took lead in data collection and analysis. In circumstances where the student who designed the study and conducted the study has left the institution and showed no interest to publish the work, the Supervisor/Guide/Head of the Department concerned can take up the responsibility of publishing the work as corresponding author.
4. The first author of the submitted work should be the research scholar/student/faculty member in whose name ethics approval is obtained and who has actually conducted the study[or] the lead person who did the study (for research which do not require ethics approval)
5. Authorship can be given to other collaborators/investigators who have participated in the conduct of the study and the order of authorship can be

- decided by the primary research scholar/student/faculty member and the supervisor/Head of the department.
6. The corresponding author should upload the manuscript for plagiarism check through the portal webpage through the faculty link.
 7. On receipt of the plagiarism report assessed by the software, Tunitin, the author should see if the percentage is > 10 % including references of the manuscript. If so, the author shall re-write the highlighted plagiarized phrases and resubmit at portal for re-assessment. Once the plagiarism percentage of ≤10% is reached, the corresponding author can proceed to next step.
 8. The corresponding author should submit the following documents at portal following the instructions given by the respective web page:
 - a) Letter to PGC Chairman forwarded by Head of Department / Supervisor. Letter of undertaking from all the authors in the format downloadable at portal. Copy of plagiarism report. Manuscript in word format which follows the respective journal house of style.
 - b) Ethical Clearance Letter to be submitted for the publication from a research project (biomedical research, animal research and clinical trials).
 - c) For studies based on information on health records (medical records, laboratory registries, outpatient registries, etc.) prior permission should have been obtained from Medical Director/Dean of the Medical College/Medical Superintendent before initiating data collection. A copy of the approval letter should be enclosed.
 9. Upon submission, the above mentioned documents will be scrutinized by the concerned PGC member who will then approve/ suggest revision of the manuscript. Once approved by PGC member, the submission file moves to the stage of language correction and final approval by PGC convener.
 10. The authors are advised to submit their manuscript to Journals indexed in SCOPUS/PubMed/Web of Sciences/ UGC CARE approved list of journals.
 11. Authors are also requested to inform the committee if the manuscript gets accepted/rejected and their plans of submitting to another journal with or without revision.

Key review considerations

- i. Authorship
- ii. Plagiarism report
- iii. Fabrication and falsification clearance of data
- iv. Protection of patient confidentiality
- v. Informed consent process

- vi. Inclusion of the names of concerned department, Faculty like Medicine, Dental sciences etc., and the name of the Deemed to be University as Sri Ramachandra Institute of Higher education and Research.
- vii. Appropriate approval/ permissions from required authorities like IEC, Medical Director, forwarding letters etc. as mentioned above in the guidelines

Publication Guidance Committee Composition

Vice Chancellor	Chairman
Dr. Rajul Rastogi (Professor TMMRC)	Convener
Dr. Vipin Jain (Professor, TMIMT)	Member
Dr R K Dwivedi (Professor, CCSIT & FOE)	Member
Dr. M P Singh (Professor, College of Agriculture)	Member
Dr. Anurag Verma (Professor, College of Pharmacy)	Member
Dr. Navneet Kumar (Professor, College of Paramedical Sciences)	Member
Dr. Prithpal Singh Matreja (Professor, Department of Pharmacology, TMMRC)	Member
Dr. Shivani Kaul (College of Physiotherapy)	Member
Dr. Rashmi Mehrotra (Professor, College of Education)	Member
Dr. Manu Mishra (Professor, College of Physical Education)	Member
Dr. Ramakrishna Yeluri (Professor, TMDCRC)	Member
Dr. Rabindra Dev (Professor, College of Fine Arts)	Member
Dr. Ram Nivas (Professor, College of Nursing)	Member
Dr. Diptonil Banerji (Associate Professor, Department of Physics)	Member
Dr. Souvik Sur (Assistant Professor Research)	Member
Registrar	Member Secretary

The duration of appointment of the members is for a period of 2 years and extendable. PGC shall report to the Vice-chancellor periodically.

Governance

The PGC shall maintain the following records:

1. Manuscript (hard copy as well as soft copy).
2. Copy of all the enclosed documents, like ethical clearance letter, other permission letters as mentioned in the guidelines.
3. Minutes of all meetings duly signed by the Chairperson / Member secretary.
4. Copy of all existing relevant national and international guidelines on publication ethics.
5. Copy of all correspondence with the authors other regulatory bodies.
6. Final report of the accepted/rejected publications as informed by the authors
7. Database of the reprints