



CHAITANYA BHARATHI  
INSTITUTE OF TECHNOLOGY (A)

Kollapet ( Village), Gandipet, Hyderabad, Telangana-500075. www.cbti.ac.in



COMMITTED TO  
RESEARCH,  
INNOVATION AND  
EDUCATION

43  
years

No.CBIT/154 / Admn./2021

Dt.27.11.2021

### OFFICE ORDER

The following Ethics Committee (EC) is constituted with the mentioned specific responsibilities. The EC meets at least twice in an academic year, before the scheduled dates of academic council meeting. One third of the members of the committee form the quorum. It is preferable to have Lay person in the quorum also.

S. No	Name	Designation
1.	Prof. P. Ravinder Reddy, Principal	Chairman
2.	Prof. A. D. Sarma, Director-R&D	Member
3.	Dr. Umakanta Choudhury , Director-Innovation & Incubation	Member
4.	Prof. M. Swamy Das, Joint Director - Academics (Informatics)	Member
5.	Sri G. A. Venkatesh, Advocate	Member
6.	Dr. Shagufta Parween, Assistant Professor, Dept. of English	Member
7.	Dr. M. Balasubba Reddy, Associate Professor, Dept. of EEE	Convener

#### Main Responsibilities includes :

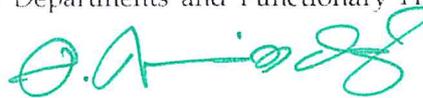
1. The primary purpose of an EC is to ensure protection of the dignity, rights, safety and well-being of the faculty/ staff/ students.
2. The EC must ensure ethical conduct of research by the investigator team.
3. The EC members responsible for declaration of conflicts of interest to the Chairperson, if any, at each meeting and ensuring these are recorded in the minutes.
4. The EC should perform its function through competent initial and continuing review of all scientific, ethical and issues necessary guidelines to the concerned.
5. The EC must ensure that universal ethical values and international scientific standards are followed to protect the brand name of the institute.
6. The EC should also ensure that privacy of the individual and confidentiality of data including the proposals submitted to it.
7. The EC should actively participate in continuing teaching and learning activities in research ethics and get updated on relevant guidelines and regulations.
8. The EC may see that conduct of same/similar research by different investigators from same institution is to be harmonized. Copying of research proposals / data should not be accepted.

  
PRINCIPAL

To

All the individuals concerned, for information and necessary action.

C.C. to all Directors, Joint Directors, Heads of the Departments and Functionary Heads, for information.



Principal

Chaitanya Bharathi Institute of Technology  
(Autonomous)  
Gandipet, Hyderabad-500 075.

**CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY (A), HYDERABAD-75**

No.CBIT/EC/MoM/001/2021

Date: 29.12.2021

Minutes of the meeting of Ethics Committee Chairman, Convener and members held on 29.12.2021 at 2.00PM in the Principal's chamber.

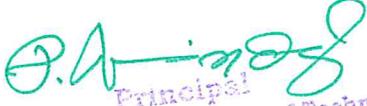
**Members Presented:**

1. Prof. P. Ravinder Reddy, Principal
2. Prof. A.D. Sarma, Director R&D
3. Dr. Umakanta Choudhury, Director-Innovation & Incubation
4. Prof. M. Swamy Das, Joint Director – Academics (Informatics)
5. Dr. Shagufta Parween, Assistant Professor, Dept. of English
6. Dr. M. Balasubbareddy, Associate Professor, Dept. of EEE

**Prof. P. Ravinder Reddy, Principal, CBIT, presided over the meeting.**

<b>Item No.1:</b>	<b>Ethics for submission of research proposals</b>
<b>Minutes :</b>	All the members discussed Ethics for the submission of research proposals for various funding agencies.  Prof. A.D. Sarma, Director R&D, advised preparing an undertaking form on ethical conduct for submission of the research proposal.  Prof. P. Ravinder Reddy, Principal, suggested to do the plagiarism check before the submission of any funding proposals.
<b>Item No.2:</b>	<b>Code of Ethics in academic research</b>
<b>Minutes :</b>	All the members discussed the ethical aspects of research, good research practices, and misconduct in academic research.  Prof. P. Ravinder Reddy, Principal, instructed to EC committee convener to prepare the code of ethics policy and submit it to director R&D for verification.

There being no other items, the meeting concluded with a vote of thanks. These minutes are released with the approval of the Chairman.

  
Principal  
Chaitanya Bharathi Institute of Technology  
(Autonomous)  
Gandipet, Hyderabad-500 075.

Convener  
  
(Dr.M Balasubbareddy)

**CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY (A), HYDERABAD-75**

No.CBIT/EC/MoM/002/2022

Date: 27.06.2022

Minutes of the meeting of Ethics Committee Chairman, Convener and members held on 27.06.2022 at 2.00 PM in the Principal's chamber.

**Members Presented:**

1. Prof. P. Ravinder Reddy, Principal
2. Prof. A.D. Sarma, Director R&D
3. Dr. Umakanta Choudhury, Director Innovation & Incubation
4. Prof. M. Swamy Das, Joint Director Academics (Informatics)
5. Sri G. A. Venkatesh, Advocate
6. Dr. Shagufta Parween, Assistant Professor, Dept. of English
7. Dr. M. Balasubbareddy, Associate Professor, Dept. of EEE

**Prof. P. Ravinder Reddy, Principal, CBIT, presided over the meeting.**

<b>Item No.1:</b>	<b>'Undertaking' form on Ethical conduct for submission of research proposals</b>
<b>Minutes :</b>	<p>Dr. M. Balasubbareddy, Convener, Ethics Committee presented and discussed at length the undertaking form of the Principal Investigator. It was informed to all that the declaration form on ethical conduct is mandatory and is required to be submitted to the R&amp;D Department before submission of any research proposal. Any possible recommendation for improvement in the currently designed form was open to all.</p> <p>Prof. M. Swamy Das, Joint Director Academics (Informatics), suggested to use same template for publications also.</p> <p>Prof. A.D. Sarma, Director-R&amp;D, observed that it is a standard format, and recommended that for the time being the institute can go ahead with this template. Later, modifications, if there are any, might be included to ensure proper mechanism control. All the members agreed to the same.</p>
<b>Item No.2:</b>	<b>Presentation on the data of research proposals submitted during the current academic year</b>
<b>Minutes :</b>	<p>Dr. M. Balasubbareddy, Convener, Ethics Committee, provided a comprehensive presentation on the data of different research proposals submitted by all the departments in the institute during the current academic year, i.e. 2021-22.</p>

**Principal**

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	<p>It was informed to all that a total of 42 Research Proposals have been submitted by different departments during the current academic year to various organizations and agencies such as SRG, TSCOST, RCI DRDO, CRG Special Cell, SIRE, ISRO, RESPOND Basket 2022 etc.</p> <p>It was further informed that during the current academic year, a total of 17 ATAL Faculty Development Programmes have been submitted by the various departments of the institute.</p> <p>It was stressed that the institute always encourages ethical research practices and is ready to provide all necessary guidance and help to the faculty and students related to research work and submission of research proposals to facilitate innovation and invention.</p>
<p><b>Item No.3:</b> <b>Minutes :</b></p>	<p><b>Create awareness on ethics among faculty, students, and staff</b></p> <p>Suggestions were solicited from all, concerning the spread of awareness on ethics among faculty, students, and staff.</p> <p>Prof. M. Swamy Das, Joint Director - Academics (Informatics) suggested that the institute can plan separate sessions, one exclusively for the faculty and another for the students to create awareness on different aspects of ethics among faculty, students, and staff.</p> <p>It was also suggested that a general circular concerning the same might be circulated amongst all concerned so that awareness is spread concerning research ethics, rules, and regulations.</p>

There being no other items, the meeting concluded with a vote of thanks. These minutes are released with the approval of the Chairman.

Convener



(Dr.M Balasubbareddy)



Principal

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