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BMS INSTITUTE OF TECHNOLOGY & MANAGEMENT

(Autonomous Institution Under VTU)

Yelahanka, Bengaluru -560119

Publications Retraction Policy

November 2025

Retractions preserve the integrity of scientific literature by correcting errors and addressing misconduct. Formal withdrawal of a published article by a journal or publisher due to invalid or unreliable findings. A retraction is a public statement that an article's findings are invalid, typically issued by the publisher or author. Retraction = formal withdrawal of a published paper.

I. Purpose and Scope of the Policy:

- This policy establishes a transparent and ethical framework for addressing retractions of research papers authored or co-authored by faculty members of the institution.
- It applies to all faculty engaged in research, publication, and supervision of students or sponsored projects.

II. Objectives of the Policy:

- Maintain academic integrity and institutional credibility.
- Ensure fair treatment of faculty while upholding research ethics.
- Provide a structured process for investigation and corrective action.

III. Reporting procedure:

A. Immediate Disclosure:

- Faculty member must inform the Head of Department (HoD) and Dean (Research) within 10 working days of receiving a retraction notice.
- The retraction must also be logged in the Institutional Research Repository (IRR).

B. Independent Verification:

- The Office of Research Integrity (ORI) or Research Ethics Committee (REC) verifies the authenticity of the retraction from the publisher's website or COPE database.

IV. Preliminary Review:

The REC reviews the case within 30 days to determine the cause.

A. Enquiry

If misconduct is suspected, a Research Misconduct Committee (RMC) may be formed which includes:

- Principal / Chair
- Vice Principal
- Head, R&C

- HoD (of concerned faculty)
- One senior faculty member from another department
- Legal/ethics officer

V. Record Maintenance:

- All retracted articles must be flagged in the institution's research repository.
- An annual report on retractions is submitted to the Academic Council or Research Board.
- Confidentiality is maintained during investigations.

VI. Reinstatement / Appeal:

- Faculty may appeal the committee's decision within 30 days to the Principal, Head R&C or Ethics Appeals Board.
- Reinstatement is possible if external bodies (COPE) later clear the author.

VII. Faculty:

A. Financial Penalties:

- A retraction due to misconduct will be noted in the annual appraisal/promotion criteria, with deferment of promotion for 1 cycle and increment .
- If any incentives/reimbursement that were awarded for the publication that has now been retracted, those incentives must be returned to the institution prior to the disbursement of the next salary; otherwise, the salary will be withheld until the amount is remitted.

B. Other Academic and Professional Measures

- Mandatory Ethics Training: Faculty must undergo the publication and research ethics course conducted by NPTEL or other reputed institutes within one year.
- A warning letter will be issued by the Principal for such cases, along with the punishment as recommended by the committee.

VIII. UG /PG/Ph.D. Students:

A. Preventive Measures:

To minimize retraction cases, institution recommends:

- Mandatory plagiarism check using approved tools
- Data validation & code review sessions
- Authorship confirmation forms
- Faculty review before submission

B. Misconduct-Based Retraction:

- Warning or academic probation
- Project marks reduction
- Disqualification from awards/publication grants
- Referral to disciplinary committee

Note: This policy applies to all publications submitted from ~~the academic year~~ ^{DEC 2025} -----onwards.

Handwritten signature
18/11/25