



**NO. SMU/DOR/ 2025-154**

**OFFICE ORDER**

**30.10.2025**

**Subject: The Re-structuring of Academic Integrity Committees to Oversee the Lifecycle of Scholarly Publications, affiliated to Sikkim Manipal University (SMU)**

### **1. Background and Rationale**

Ensuring and maintaining academic integrity throughout all stages of scholarly publication is central to preserving the University's credibility and standing. Since 2019, the Pre-Publication and Department Academic Integrity Panel (DAIP)/ Institutional Academic Integrity Panel (IAIP) Committees have functioned separately in the University. These have now been integrated to form a single **Ethical Committee**, entrusted with responsibilities spanning both pre- and post-publication stages.

Given the increasing emphasis on research excellence, ethical accountability, and adherence to global publication standards, **restructuring of the Ethical Committee** has been done in alignment with the University's **Academic Integrity Framework** and the two committees have been constituted — one focusing on **pre-publication review** and the other on **post-publication integrity and compliance**.

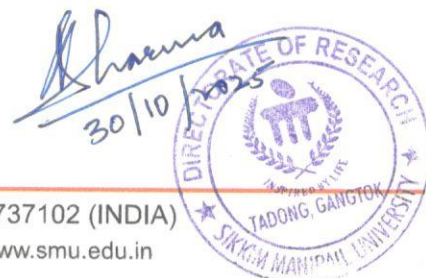
### **2. Objectives**

- To provide oversight and advisory support to faculty, supervisors, and scholars in ensuring compliance with ethical, legal, and institutional requirements for research publications (Pre-Publication).
- To ensure the University's name, resources, and intellectual capital are represented ethically and correctly in all scholarly outputs (Pre-Publication).
- To provide an independent review of post-publication matters such as authorship disputes, retractions, or ethical violations (Post-publication).

### **3. Constitution of Committees**

#### **A. Pre-Publication Academic Integrity Committee (PPAIC)**

**i. Scope:** *Advisory in nature.* To oversee and ensure that all requirements prior to submission of manuscripts/publications are fulfilled.





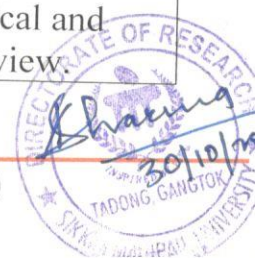
**ii. Key Responsibilities:**

- Verification of **University affiliation**.
- Checking and certifying **plagiarism reports**.
- Ensuring compliance with the **Journal selection policy** (indexed/reputed journals).
- Verification of **copyright/ethical clearance forms**.
- Certification of compliance with **Checklist** before submission.

**iii. Composition (at each Institute Level):**

Each Institute will have its own Pre-Publication Academic Integrity Committee to ensure proximity and efficiency.

SL No.	Role	Designation / Post	Remarks
1.	Chairperson: (Ex-officio)	Associate Research Dean / Director (or Nominee)	Overall supervision and certification of ethical compliance prior to submission.
2.	Member Secretary: (Ex-officio Member)	Concerned Dept: HOD	Coordinates meetings, maintains records, and ensures communication with URC.
3.	Member- 3: (Ex-Officio Member)	Representative Compliance/ Software / Turnitin Faculty i/c of the University	Verifies copyright, IP, and compliance documents.
4.	Member 4: Tenured Members (October 2025 to October 2028)	Senior Faculty Member (Subject Expert)	Provides subject- specific ethical and technical review.
5.	Member 5: Tenured Members (October 2025 to October 2028)	Senior Faculty Member (Subject Expert)	Provides subject- specific ethical and technical review.
6.	Member 6: Tenured Members (October 2025 to October 2028)	Senior Faculty Member (Subject Expert)	Provides subject- specific ethical and technical review.







Separate committees shall be formulated for **Tadong Campus** and **Majitar Campus**.

### **B. Post-Publication Academic Integrity Panel (IAIP / DAIP)**

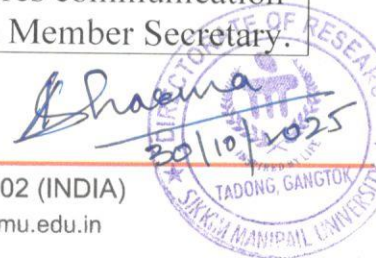
**Scope:** Oversight after publication. To handle post-publication ethical concerns, disputes, or compliance issues.

#### **Key Responsibilities:**

- Addressing allegations of **plagiarism, data fabrication, or ethical breaches etc.** raised after publication.
- Handling disputes relating to **authorship, acknowledgements, and institutional affiliation.**
- Reviewing and advising on cases of **retractions, corrections, or errata.**
- Maintaining a record of all publications affiliated to the University for monitoring and audit purposes.
- Providing recommendations to the University on disciplinary or corrective measures, if required, **in accordance with the University Ethical Standards Policy (Plagiarism Policy adopted from UGC) i.e Promotion of Academic Integrity and Prevention of Plagiarism in Sikkim Manipal University (SMU).**

#### **Composition:**

Sl No.	Role	Designation / Post	Remarks
1.	Chairperson: (Ex-officio)	Director, DoR, SMU	Final authority for review and resolution of post-publication issues.
2.	Member Secretary: (Ex-officio Member)	Associate Dean/ Associate Director (Research); for Institute Specific Cases	Coordinates all cases of their respective Institutes; prepares reports, and liaises with Ethics Committee.
3.	Co- Member Secretary: (Ex-officio Member)	Concerned Dept: HOD	Coordinates meetings, maintains records, and ensures communication with Member Secretary.





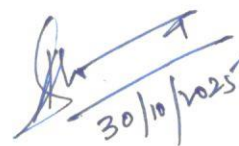
Sl No.	Role	Designation / Post	Remarks
4.	Member -4: (Ex-officio Member) Faculty In charge-Turnitin Software SPOC	Representative Compliance/ Software / Turnitin Faculty i/c of the University	Verifies copyright, IP, compliance documents, ensures compliance with UGC/COPE standards.
5.	Member-5: Tenured Members (October 2025 to October 2028)	Senior faculty/ Subject matter Expert	Provides unbiased expert review
6.	Member-6: Tenured Members (October 2025 to October 2028)	Senior Faculty Member (Independent of concerned publication)	Provides unbiased expert review.
7.	Member-7: Tenured Members (October 2025 to October 2028)	Senior Faculty Member (Independent of concerned publication)	Provides unbiased expert review.

#### 4. Mandate

- 4.1 To uphold and promote the principles of academic integrity, research ethics, and transparency in all scholarly and research activities.
- 4.2 To ensure timely, fair, and evidence-based resolution of all reported cases of research or academic misconduct.
- 4.3 To maintain appropriate records, confidentiality, and reporting in alignment with institutional and national guidelines on research integrity.

#### 5. Implementation:

- This is in practice since 2021, however, from October 2025 (Immediate effect), this re- structured committee will be functional.
- Approving Authority: Agenda 15 of 27<sup>th</sup> URC Meeting held on 14<sup>th</sup> Oct 2025.

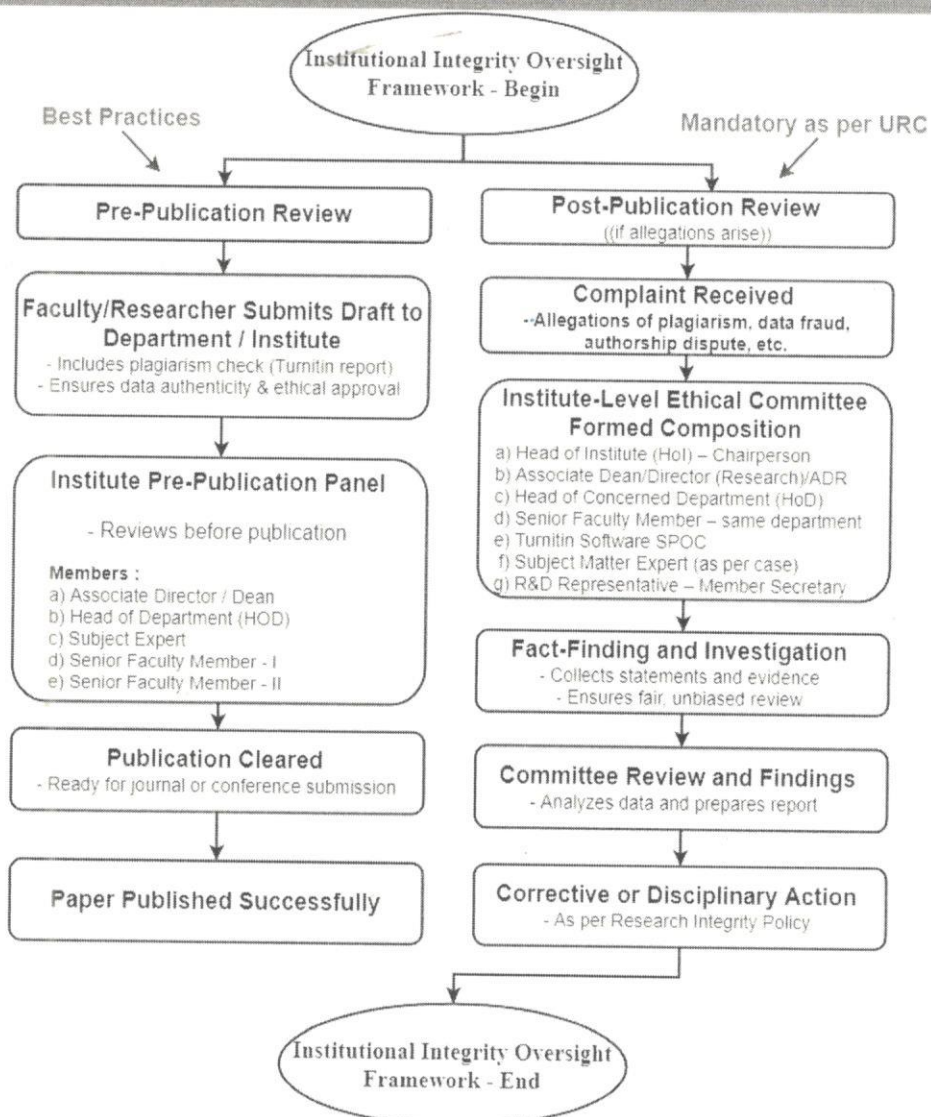
  
30/10/2025

Sd/-  
Director  
Directorate of Research  
Sikkim Manipal University





## Agenda 15 : DAIP/ IAIP / Pre-Publication cases; Recommended Nomenclature : Academic and Research Integrity Panel (ARIP) : Integrity Oversight and Review Mechanism



Placed for approval

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