

No. IICT/IVA/VIG/2020
CSIR-INDIAN INSTITUTE OF CHEMICAL TECHNOLOGY
(Council of Scientific & Industrial Research)
Hyderabad-500007

10th April, 2020

OFFICE MEMORANDUM

In pursuance of CSIR Office Memorandum No.30/GB/2019-MD dated 28th February 2020 on the subject "*Guidelines for Ethics in Research and in Governance*", the Director, CSIR-IICT has been pleased to constitute "*Standing Publications, Ethics and Scientific Vigilance Committee (SEC)*" with the following members for best lab practices and publications to be observed by the scientific community.

Dr A Gangagni Rao, Chief Scientist	-	Chairman
Dr Pradosh P Chakraborty, Sr. Principal Scientist	-	Member
Dr B S Sastry, Principal Technical Officer	-	Member
Controller of Administration	-	Ex-Officio Member
Ms Pooja Solanki, SRF/JRF	-	Member
Dr M Chandrasekharam, Sr. Principal Scientist	-	Member Secretary

Further, in terms of the guidelines, the Director, CSIR-IICT has also been pleased to nominate **Dr M Chandrasekharam**, Sr. Principal Scientist as "*Ethics Officer & Safety Officer*" for this purpose. He is responsible to ensure that appropriate training and understanding of the issues involved in unethical conduct, good laboratory practices, workshops on various aspects gender sensitivity etc.

The Terms of Reference (ToR) for SEC is enclosed as Annexure 'A'.


10/4/2020

(Binod Dubey)

Controller of Administration

To

All the concerned members

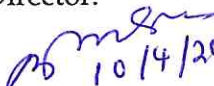
Copy to:

1. All HoDs'/Chairs'/Co-Chairs'
2. All Notice Boards
3. PS to DIICT
4. Adminsalchemy - With a request to forward this OM to all the Scientists
5. Office copy

Terms of Reference (ToR)

Terms of Reference (ToR) for SEC

- i. The Committee shall regularly conduct seminars in Good Laboratory Practices and publications;
- ii. shall make mandatory implementation of communication numbers at the time of publications after obtaining approval from competent authority;
- iii. shall check Similarity index and Plagiarism of all publications;
- iv. shall ensure that the scientific audit of each publication is done;
- v. shall advice and guide the Director on all matters pertaining to misconduct in scientific practices and research ethics;
- vi. shall respond to any external parties (on behalf of CSIR) for compliance with ethical standards in respect of research projects undertaken by staff;
- vii. on an entirely voluntary basis, researchers may seek the inputs of this Committee for consultation on ethical aspects of their research;
- viii. shall work on any other matter as assigned by the Director.


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OFFICE MEMORANDUM

In pursuance of CSIR Office Memorandum No.30/GB/2019-MD dated 28th February 2020 on the subject "*Guidelines for Ethics in Research and in Governance*", the Director, CSIR-IICT has been pleased to constitute "*Scientific Investigation Board*" for Investigating Scientific Misconducts with the following members.

Dr B Jagadeesh, Chief Scientist	-	Chairman
Dr Prathama S Mainkar, Sr. Principal Scientist	-	Member
Dr N Lingaiah, Sr. Principal Scientist (OBC rep.)	-	Member
Dr Praveen Likhar, Sr. Principal Scientist (SC/ST rep.)	-	Member
Prof. Veera Somaiah, Osmania University (External)	-	Member
Dr P Ravinder Goud, Senior Technical Officer (3)	-	Member
Shri N Anand, Assistant Section Officer(G)	-	Convener

The **Standard Operating Procedure (SOP)** for dealing with Scientific Misconduct is enclosed as **Annexure 'B'**.


10/4/2020
(Binod Dubey)

Controller of Administration

To

All the concerned members

Copy to:

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Standard Operating Procedure (SOP) for dealing with Scientific Misconduct

- i. Complaint/information can be entertained from 'identified' individual. Anonymous complaints are not to be entertained.
- ii. The scientific misconduct is to be investigated by the Scientific Investigation Board (SIB).
- iii. The SIB will do due diligence including interaction with the concerned scientific staff, examine the records and suggest the suitable punitive action commensurate with the offence done as per the guidelines. Based on the above, SIB will submit the report to the Director for consideration and appropriate action.
- iv. In case of minor, moderate and major penalties, the same will be imposed on the accused directly by the Director.
- v. The cases of major and severe transgressions involving penalties such as Deferred promotion/ Deferred increments/ Reduction to lower stage/ Compulsory retirement / Removal from Service, will be dealt as per the established administrative process (as per the rules and regulations adopted by the CSIR) by administration with the approval of the competent authority.
- vi. Appellate Authority for Grievance Redressal: The report of the SIB would be shared with the accused while implementing the punitive action. DG, CSIR will be the Appellate Authority for reviewing the punitive action recommended by SIB and implemented by the competent authority. The accused shall have the right to appeal, within 60, days against the recommendation of the SIB (and the punishment/ decision based on the same by competent authority), to the Director General, CSIR, for Grievance Redressal. The appeal should be based on merits, clearly bringing out facts and with supporting evidences which were not taken into consideration by SIB. DG, CSIR may in turn, based on the merits of appeal, refer the matter to an Ombudsman of concerned subject group for recommendation. The decision of DG, CSIR on the recommendation of the Ombudsman shall be final and binding on all sides.

