

**CSIR UNIT FOR RESEACH & DEVELOPMENT OF INFORMATION PRODUCTS  
(COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH  
NCL ESTATE, PASHAN ROAD, PUNE – 411008**

NO: URDIP/3(72)/2013-Gen

Date: 01/08/2019

**OFFICE MEMORANDUM**

Sub: Constitution of Publications and Ethics Committees – reg.

Ref: (I) Approved minutes of the monthly VC meeting of DG–CSIR with Directors dated 06/06/2019.

(II) CSIR OM No. 17-01(02)/31/2019/HR–III dated 27/06/2019.

In compliance with the directions of DG-CSIR *vide* the approved Minutes of the monthly VC meeting with Directors dated 06/06/2019, and the advisory from Competent Authority *vide* CSIR OM bearing No. 17-01(02)/31/2019/HR–III dated 27/06/2019, the following Committees are constituted with immediate effect in CSIR–URDIP, in furtherance to the proceedings of the debriefing meeting conducted by Head, CSIR–URDIP on 07/06/2019.

**1. Publications Committee:**

Chairperson: Dr. (Mrs.) Paromita Banerjee, Senior Scientist, CSIR–URDIP.  
Advisor: Mr. Alok Khode, Principal Scientist, CSIR–URDIP.  
Members: Mr. Nishad Deshpande, Scientist, CSIR–URDIP.  
Mr. P. Venkataraman, Scientist, CSIR–URDIP.  
Mrs. R Jansi, Technical Officer, CSIR–URDIP.

**2. Ethics Committee:**

Chairman: Mr. Alok Khode, Principal Scientist, CSIR–URDIP.  
Advisor: Dr. (Mrs.) Paromita Banerjee, Senior Scientist, CSIR–URDIP.  
Members: Mr. Prafulla Malwadkar, Senior Principal Scientist, CSIR–URDIP.  
Mr. Shabib Ahmed, Senior Technical Officer, CSIR–URDIP.  
Mr. Abhijeet Dhulap, Technical Officer, CSIR–URDIP.

The roles, duties and responsibilities of the above–slated Committees shall be bound by and in compliance with the statutory framework of the COPE and INSA regulations and guidelines in respect of accepted, professional and ethical practices in scientific research activities and publications, and the specific guidelines adapted and formalized by CSIR in respect of policy frameworks for implementation of strict preventive vigilance and safeguards, due diligence measures, and best practices to prevent incidences of fraudulent and unethical practices and foster a free, fair, objective, forthright, and ethical environment conducive to the pursuit of original and frontline scientific research activities and publications in CSIR–URDIP.

The roles, duties and responsibilities to be discharged independently and jointly by the Publications and the Ethics Committees are as articulated below, with due empowerment of the Committees as per existing rules and regulations for initiation and conduct of inquiries and investigations as specified/stipulated hereinafter, and implementation/enforcement of corrective actions as warranted thereafter:

- (1) Careful, meticulous and diligent examination/scrutiny of every publication, published and/or submitted for publication to peer-reviewed journal, or under preparation/process for communication from CSIR-URDIP, for originality and integrity in technical content, objectivity and factuality in data, text and images, probable, purported, and/or apparent inclinations to manipulations, forgery and plagiarism prior to submission etc.
- (2) Conduct of preliminary inquiries into all purported and culpable violations/contraventions of professional ethics and scientific integrity, as and when brought to their attention/notice, pending further formal investigations and prompt rectification, as and when required in specific cases. Towards this end, the Committee shall utilize to its advantage, all freeware and paid advanced and specialized routines and/or software for plagiarism and manipulation detection, as shall be made available to them by and through CSIR.
- (3) Careful, meticulous and diligent examination/scrutiny of the suggested list of authors in every publication, published and/or submitted for publication to peer-reviewed journals, or under preparation/process for communication, on the basis of proven academic and/or intellectual contributions to the respective publication, before formalization, pending critical evaluation of other aforementioned aspects prior to communication. Towards this end, separate internal peer-review groups shall be identified/evolved by the above-slated Committees for specific subject and/or technical areas/domains, eliminating potential conflicts of interests.
- (4) Conduct of factual, impartial and objective investigations into complaints of unwarranted, unprofessional and/or illicit persuasion of temporary research and/or project staff by scientists and/or technical staff into unfair, unethical and fraudulent publication practices and scientific misconduct, pending stern and stringent corrective action against the erring scientists and staff, for maintenance of the highest standards of professional ethics and scientific integrity in respect of all publication practices in CSIR-URDIP.
- (5) Formalization of an electronic notebook (e-book) system which facilitates an encrypted dashboard for secure and fool-proof recording of in-house academic and research activities and tamperproof timestamping.

Further to the above, the additional roles, duties and responsibilities to be discharged by the Publications Committee, in consultation with the Ethics Committee on case-specific and as-required basis, are as articulated below:

- (1) Careful, meticulous and diligent examination/scrutiny and correction of similar instances of inadvertent or intentional errors/practices in the modules and course content of the ongoing and upcoming editions of the Post-Graduate Diploma Programme in Patent Informatics being offered to external students by

CSIR–URDIP under the aegis of the Academy of Scientific and Innovative Research (AcSIR).

- (2) Compilation of a comprehensive list of top–tier/frontline peer–reviewed journals that have an acclaimed track record of fair, objective, impartial, healthy, and internationally accepted peer–review practices in all subject areas/domains of relevance to the ongoing and proposed areas of CSIR–URDIP. Such qualifying journals alone shall be enlisted for subscription and publication of research papers stemming from ongoing and proposed academic and research activities at CSIR–URDIP. Further, subscriptions, if any, to journals of dubious, predatory and/or lower tier credentials shall be summarily terminated, and proposed research contributions/submissions to such journals shall be discontinued forthwith with immediate effect.
- (3) Conduct of free, fair, factual, impartial, objective and independent investigations into purported violations/contraventions of prevailing intellectual property rights, territorial or otherwise, stemming from the aforementioned culpable fraudulent practices, breach of professional ethics and scientific integrity, pending further disciplinary proceedings on this front, as and when brought up to the Committee by Scientists and/or technical staff of CSIR–URDIP.

Additional to the above, the above–slated Committees shall also be empowered to conduct free, fair, impartial, factual and objective inquiries and investigations into any purported and/or culpable violations of established norms and/or precedents in respect of practice of integrity and ethics in any matter of academic, research, or technical character within the institutional framework of CSIR–URDIP, outside the purview of any other prevailing Committees empowered to investigate complaints and/or violations of related nature.

The constitution of the above–slated Committees, the appointments of members thereto, the notification thereof, and the delegation of roles, duties, responsibilities and powers appertaining thereunto shall supersede all prior and prevailing arrangements and the notifications thereof to their effects in CSIR–URDIP.

This issues with approval from Head, CSIR–URDIP.

S.O (G)

To:

The Members of the above–constituted Committees (as notified above) in CSIR–URDIP.

Copy to:

1. Head PME, CSIR–URDIP
2. Secretariat of the Head, CSIR–URDIP
3. Office Copy
4. Copy on Intranet for information
5. Personal Files of the above-notified members.