



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**.

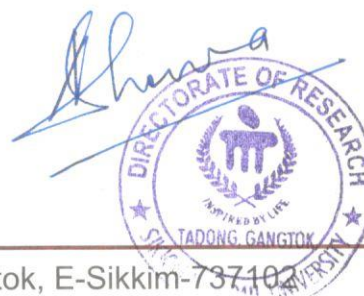
2. Objectives

- 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)	HOD Concerned Dept	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)	Dean/ Director of Research	Coordinates all cases, prepares reports, and liaises with Ethics Committee.
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/ Subject matter Expert	Ensures compliance with UGC/COPE standards.





Sl No.	Role	Designation / Post	Remarks
5.	Member-5: Tenured Members (October 2025 to October 2028)	Senior Faculty Member (Independent of concerned publication)	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.

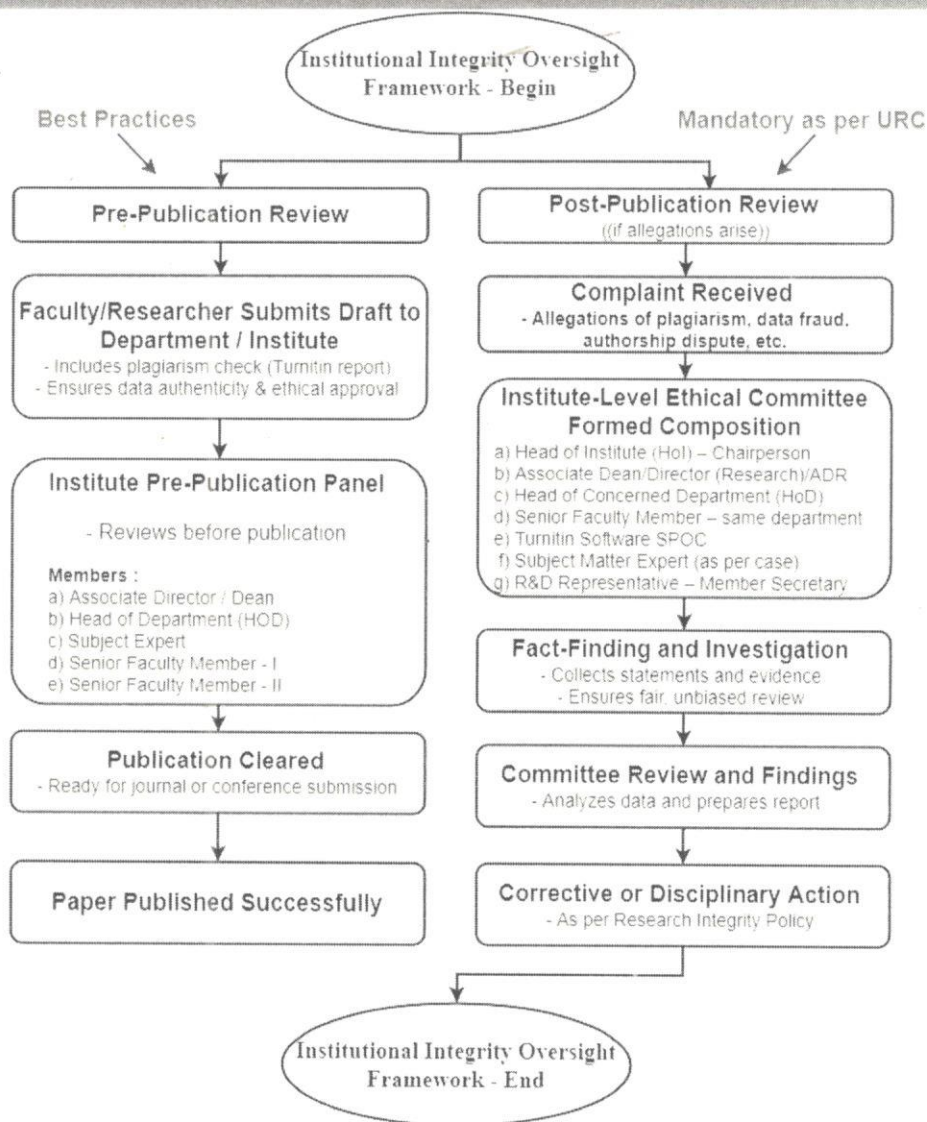
5. Implementation: From October 2025 (Immediate effect, Approving Authority: Agenda 15 of 27th URC Meeting held on 14th Oct 2025).

Sd/-
Director
Directorate of Research
Sikkim Manipal University



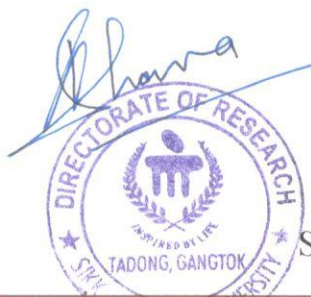


**Agenda 15 : DAIP/ IAIP / Pre-Publication cases; Recommended
Nomenclature : Academic and Research Integrity Panel (ARIP) :
Integrity Oversight and Review Mechanism**



Placed for approval

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Sd/-
Director
Directorate of Research
Sikkim Manipal University