

STANDARD OPERATING PROCEDURE (SOP)

Prevention of Conflict of Interest in Selection of Papers for IRC Awards and Medals

1. Purpose

The purpose of this Standard Operating Procedure (SOP) is to ensure transparency, fairness, and impartiality in the selection of papers for IRC Awards/Medals and to prevent any conflict of interest involving members of the Paper/Awards Committee.

2. Scope

This SOP shall apply to:

- All IRC Awards and Medals based on technical papers excluding Pt. Jawaharlal Nehru & Life Time Achievement Award.
- Members of the Paper/Award Committees, Review Panels, and any other body involved in evaluation or recommendation of papers.

3. Definition of Conflict of Interest

A conflict of interest shall be deemed to exist if:

- A member of the Paper/Award Committee is an author or co-author of a paper under consideration.
- A member has a direct academic, professional, financial, or supervisory relationship with the author(s) that may influence judgment.
- A member has participated in preparation, review, or editorial handling of the paper.

4. Constitution of Paper/Award Committee

- 4.1 The IRC Secretariat shall constitute an Paper/Award Committee consisting of subject experts who are not part of any Technical Paper as author/co-author/Reviewer acknowledgment part of the paper .
- 4.2 Members of the Paper/Award Committee shall not be considered eligible for IRC Awards/Medal Pt. Jawaharlal Nehru & Lifetime Achievement Award during the tenure of their committee membership.
- 4.3 The recommendations of the Paper/Award Committee shall be final and placed before the Executive Committee for approval.

5. Role of IRC Secretariat

5.1 The IRC Secretariat shall:

- Scrutinize author details of shortlisted papers.
- Cross verification of Award committee members to identify potential conflicts.
- Submit the recommendation of the Reviewer/Evaluator for Award/Medal with the Evaluation Report to Paper/Award Committee.

6. Responsibility and Accountability

6.1 Responsibility for compliance with this SOP shall rest with:

- Chairman of Paper/Awards Committee
- Secretary General, IRC

6.2 Any violation or non-disclosure of conflict of interest may lead to:

- Disqualification of the paper.
 - Withdrawal of award, if already announced.
 - Appropriate action as decided by the Executive Committee.
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