



No. D/03/NIIRNCD/RoutineM,O&C/2023-24/ 24

Date: 24.04.2024

OFFICE ORDER

Subject: Constitution of the Standing Committee for Scientific Data Management & Monitoring (SDM&MC) at ICMR-NIIRNCD, Jodhpur — Reg.

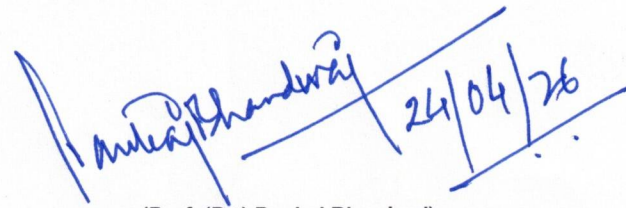
The undersigned hereby constitutes a Standing Committee for Scientific Data Management & Monitoring (SDM&MC) for institute, comprising the following officials with roles and responsibilities as specified hereunder:

Sl.No.	Name & Designation	Role
1.	Dr. Ramesh Kumar Huda, Scientist-D, NIIRNCD	Chairperson
2.	Dr. Mukti Khetan, Scientist-C, NIIRNCD	Member
3.	Dr. Anurag Bithu, Scientist-B, NIIRNCD	Member
4.	Sh. Sunil Bishnoi, Section Officer, NIIRNCD	Member
5.	Sh. Pankaj Kumar, TO, NIIRNCD	Member Secretary

Roles & Responsibilities:

1. To ensure the coordination, compilation, and timely submission of Monthly, Quarterly, and Annual Reports, Appraisal Reports, data related to Innovation Excellence Indicators (IEI) and all other related scientific documents, subject to the approval of the Competent Authority.
2. To ensure that all data, documents, and reports dispatched or received by the Institute are properly maintained in both physical files and electronic/soft copy format, year-wise, for ready reference and audit purposes.
3. To ensure that all scientific data, Annual Reports, publications, ongoing and completed project details, and any other relevant information are updated on the Institute's official website in a timely and regular manner, in coordination with the IT Cell.
4. Preparation of standardized formats/templates for systematic collection of data from individual scientists, including details of publications, project final reports, patents, and other relevant academic and research outputs, to facilitate compilation and maintenance of a comprehensive, year-wise centralized database of the Institute.
5. To coordinate, compile, and respond to all scientific queries and emails received at the Institute, and to issue appropriate responses thereto, with the prior approval of the Competent Authority.
6. To coordinate with other scientists / technical staff of the Institute, as and when required, for the efficient management and dissemination of scientific information.
7. To perform any other related tasks as assigned by the Competent Authority from time to time.

This order comes into effect from the date of issue.


(Prof. (Dr.) Pankaj Bhardwaj)
Director

Distribution:

1. All Members of the Committee.

Copy to:

1. All Scientists / Sr.AO / ACO / SO, ICMR-NIIRNCD, Jodhpur — To share the information as requested by the committee for data compilation in timely manner.
2. IT Cell: for uploading on Institute Website
3. Concerned File.

प्रो. (डॉ.) पंकज भारद्वाज
Prof. (Dr.) Pankaj Bhardwaj
निदेशक / Director
राष्ट्रीय असंचारी रोग कार्यान्वयन अनुसंधान संस्थान, जोधपुर
ICMR-National Institute for Implementation Research on
Non-Communicable Diseases, Jodhpur