

INTERNATIONAL INSTITUTE FOR POPULATION SCIENCES
Deonar, Mumbai-400 088.

Minutes of the 'Academic Council' meeting held on December 4, 2018
at 10.30 a.m. in the New Presentation Hall

The meeting of the Academic Council was held on December 4, 2018 at 10.30 A.M. in the New Presentation Hall in the Institute's premises. The meeting was chaired by Prof. K.S. James, Director & Sr. Professor and Chairperson of Academic Council of the Institute and was attended by the following members:

Dr. K.S. James	Chairperson
Dr. R.B. Bhagat	Member-Secretary
Shri D.K. Ojha	Member, DDG, MoHFW
Dr. Deepak Raut	Member, Director, FWTRC
Dr. U.J. Dixit	Member
Dr. Anuradha Banerjee	Member
Dr. L. Ladu Singh	Member
Dr. Sayeed Unisa	Member
Dr. S.K. Singh	Member
Dr. D.A. Nagdeve	Member
Dr. Hemkothang Lhungdim	Member
Dr. K.C. Das	Member
Dr. T.V. Sekher	Member
Dr. Chander Shekhar	Member
Dr. Sanjay Kumar Mohanty	Member
Dr. R Nagarajan	Member
Dr. Murali Dhar	Member
Dr. Harihar Sahoo	Member
Dr. D.M. Thorat	Invitee
Dr. Manoj Alagarajan	Invitee
Dr. Aparajita Chattopadhyay	Invitee
Dr. Manas Pradhan	Invitee
Dr. Dipti Govil	Invitee
Dr. Kaushalendra Kumar	Invitee
Dr. Reshmi R.S.	Invitee
Shri M. Sekar	Invitee

Dr. Jayant Kumar Das, Dr. Vibhuti Patel, Dr. Debashis Dutta, Dr. P. Arokiasamy, Dr. Balram Paswan, Dr. Usha Ram, and Dr. Archana K. Roy, the other members of the Council could not attend the meeting.

Agenda No. 1: To welcome the members of Academic Council.

Prof. K.S. James, Chairperson of the Academic Council welcomed all members and invitees and presided over the meeting. He requested Prof. R.B. Bhagat, Member-Secretary, to proceed with the Agenda.

At the outset, Prof. R.B. Bhagat, Member-Secretary, extended the warmest of welcome to Prof. K.S. James, Director & Sr. Professor, chairing his first meeting as the Chairperson of the Council and presented him with a bouquet of flowers. He also welcomed Shri D.K. Ojha, DDG, MoHFW, and presented him flower bouquet.

**Agenda No. 2: To confirm the minutes of Academic Council meeting held on
May 2, 2018.**

Prof. K.C. Das stated that the attendees of the last meeting be corrected and Prof. D.A. Nagdeve stated that the seniority order may be maintained in the list. These were noted for compliance, accordingly. The corrected version, duly approved by the Chairperson of the Council, shall be pasted in the Minutes Book, in due course.

The minutes of the last meeting held on May 2, 2018, were, then, confirmed, with due correction to be done on the issues raised above.

Agenda No.3: To review the progress of internally funded research projects.

A. On-goin Projects:

Following are the ongoing Institute's projects at various stages of completion.

Sr. No.	Title	Coordinators	Time-line	Ext. approved	Remarks
1.	Causes and Consequences of Out-Migration from Middle Ganga Plain	Archana K. Roy, R.B. Bhagat, K.C. Das, Sunil Sarode, & R.S. Reshmi	Feb 2016 - Sept 2019;	March 2020	Approved
2.	Historical Trends and Patterns of Population and Development in India: A District Level Analysis	P. Arokiasamy, R. Nagarajan, Pralib Kumar Narzary, Manoj Alagarajan, Aparajita Chattopadhyay, Harihar Sahoo, & Suryakant Yadav	August 25 2014 - December, 2018;	June 2019	Approved
3.	Daughter Only" Families in India: Levels, Trends and Differentials.	Harihar Sahoo & R. Nagarajan	June 2016 - May 2018.	December 2018.	Report awaited
4.	Estimation of Vital Rates for Bombay Presidency in the Colonial Period	Chander Shekhar, F. Ram & T.V. Sekher	April 2013 - June 2018	--	Project was reported as "Completed". Final report under preparation.
5.	Follow-up of Comprehensive Nutrition Survey in Maharashtra	Sayed Unisa, & Prakash Fulpagare	October 1 2014 - December 2018	March 2019	Approved
6.	Equal Living Condition of Housing Selters for different Social Groups in Tamil Nadu: Model Village Created for Social Development	D. A. Nagdeve, Chander Shekhar, P. Murugesan, & S. K. Mohanty	October 2017 - March 2019	Extension not sought for	Noted
7.	Trends in Out-of Pocket Expenditure and Catastrophic health spending in India	S. K. Mohanty	October 2017 - March 2019	March 2019	Approved

8.	Population Growth and State of HealthCare Services in Northeast India: With Special Reference to the recognized tribes, 1951-2011	H. Lhungdim, Harihar Sahoo & L. Ladusingh	15 th Sept 2017 – March 2019	--	Approved
9.	Projection of District Level Annual Population by Quienquennial Age-Group and Sex from 2011 to 2031 in India	Dr Murli Dhar & Prof B. Paswan	October 2018 - March 2020	--	Approved
10.	Geo-spatial Mapping of Village and Ward Level in Uttar Pradesh	Dr L. K. Dwivedi, Mr A.K. Mishra, & Prof Sayeed Unisa	October 2018 - March 2020	--	Approved

B. Completed Projects:

The AC noted the completion of following projects during 2017-18:

Sr. No.	Title	Coordinators	Remarks
1.	Magnitude, Causes and Consequences of Kala-azar in India: A Study of Eastern Bihar.	Dipti Govil, Harihar Sahoo, Sarang P. Pedgaonkar and K. C. Das	Report submitted
2.	Socio-Economic and Health Conditions of Nepali Migrants in Mumbai.	Sunil Sarode, Rajiva Prasad and Sarang Pedgaonkar	Report submitted
3.	Use of verbal autopsy for estimating the causes of death in Amravati district of Maharashtra.	F Ram, Usha Ram, Abhishek Singh, Dhananjay W. Bansod, Sarang Pedgaonkar	Report submitted
4.	Changes in the Household Amenities and Assets in India: A Census Based Study.	R.B.Bhagat, Sunil Sarode and Laxmikant Dwivedi	Report submitted
5.	Population Scenario in India: Long Term Prospective.	F. Ram, L. Ladusingh, R.B.Bhagat and Sayeed Unisa	This project was closed as per decision of Academic Council dated April 28, 2017. The available chapters, if any, will be published as IIPS Working Papers.
6.	Indirect Study of Survival from Cancer: A large Scale empirical Application in India.	Murali Dhar and B. Paswan.	Report submitted
7.	Health Infrastructure and MCH Care in Rural Areas of India.	Manoj Alagarajan.	Report submitted

It was suggested that the externally funded projects may also be reported in AC from the next meeting.

Further, DDG suggested that policy implications of projects should be disseminated at various appropriate forums and a copy of Research Briefs/Policy Briefs may be forwarded to the Ministry.

Agenda No.4: To discuss and approve new projects, 2019-20.

1. Assessment of Quality of Mortality Data from Large Sample Surveys in India Principal Investigators: Usha Ram and Manas Ranjan Pradhan

The proposal of the study was presented by the Project Investigator. It was suggested that the quality of mortality data also be analysed by socio-economic groups. It is stressed that the mandate of large scale survey in India is not the collection of mortality data. This may be one of the limitations of the study. The methods that are going to be used to assess the quality and coverage of mortality data may be explained in methodology. With these suggestions, the study is approved.

Agenda No.5: To discuss the proposal to start Master of Public Health (MPH) by Family Welfare Research and Training Centre, Mumbai

Dr. D.M. Thorat, Course Coordinator, FWTRC presented the proposed course on Master of Public Health. After detailed deliberations, the Chairperson stated that a committee shall be formed to study the pros and cons, and admissibility of the programme as per UGC norms and shall then be decided. The launch of the MPH programme by the FWTRC has been deferred.

Agenda No.6: To Discuss and approve the revised eligibility criteria for admission in MA/MSc programme in Population Studies

The Council unanimously approved extension of this course to candidates with all graduate degrees of 3 or 4 or 5 years of duration, including engineering degree but excluding management and commerce degrees.

The Council also approved to consider the marks obtained in honors subjects instead of overall percentage, depending on the awarding university/institution with honors systems.

Agenda No.7: To discuss and finalize the attendance rules for Master Degree students

The Council perused the recommendations of the Committee on this item and discussed in detail. The Council did not agree to apply the attendance rules for each subject but it will be applicable semester wise. The following attendance rules are approved to be implemented from the Academic Year 2019-2020.

1. **Attendance Record:** Teachers shall record daily attendance of all the students in every class and in every paper and submit the attendance record of the students at the end of the semester. The teachers shall carry the attendance register with them to the class for marking the attendance and should not leave the register in the custody of students. In case of more than one teacher teaching a paper, the register shall be passed on to another teacher when one completes his/her portion. The attendance record shall be shown to the students at any time during the semester to monitor their attendance levels.
2. **Attendance:** Attendance of at least 75% of the lectures delivered in each semester is required failing which the student shall not be allowed to appear for the semester-end examination.
3. **Relaxation of Attendance:** Absence on medical grounds and family distress shall be offset against the 25% concession in attendance already granted. However, if absence on medical grounds exceeds 25%, the student may submit a Medical Certificate and other relevant documents and request for condonation of shortfall in attendance on medical/family distress grounds. A **Standing Attendance Review Committee (SARC)** constituted by the Director shall examine such absence on a case-to-case basis to determine the eligibility. SARC may consider further relaxation in attendance up to 50% in exceptional cases, only under medical/family distress grounds.

4. The percentage of attendance of the students shall be prepared paper/course-wise and submitted to the SARC within three days after the completion of classes for the semester. The attendance record of the students reviewed and approved by the SARC shall be displayed on the Notice Board within five days after the completion of classes for the semester.
5. Students invited for presenting a paper in a conference/seminar/workshop/symposia may submit an application to the Director with relevant documents through the Course Coordinator, seeking leave of absence. Such applications shall contain an invitation letter from the organiser of the conference / seminar/workshop/symposia and the full paper. If approved, such absence shall be treated as "on duty" and the student concerned shall be granted attendance during the period of absence. Such absence shall not be more than five lectures per paper per semester.
6. A student representing IIPS in extra-curricular or co-curricular activities conducted outside IIPS at inter-college/university/state/national levels may submit an application to the Director, through the Course Coordinator, seeking leave of absence. If approved, such absence shall be treated as "on duty" and the student concerned shall be granted attendance during the period of absence. However, absence on account of such co-curricular or extra-curricular activities should be supported by documentary evidence issued by the appropriate authority.
7. Students who are inducted as members of the core organizing teams/committees for organization of institutional events such as **Seminars/Workshops/Placements/Cultural Events, etc.** shall be eligible for relaxation in the requirement of attendance up to a maximum of five lectures per paper per semester. However, the list of such students shall be duly certified by first by the Faculty Coordinator for such institutional events, and thereafter by the Course Coordinator.
8. **Appeal:** A student who has any grievance about the attendance record may represent to the Director, in writing, within three days from the date of display of the eligibility list approved by the SARC. The Director shall verify the accuracy of attendance records and shall dispose of the complaint within a period of three days. The decision of the Director in such cases shall be final and binding upon the student.
9. **Re-registration:** A student who had a shortfall of attendance not approved by SARC and not condoned by the Director shall re-register for appearing in the examination in the subsequent academic year. He/she shall pay one full semester-fee and re-examination fee to be considered for re-registration. Such re-registered candidates shall be eligible to sit for the examination conducted during the same semester of re-registration. Attendance of 75% is not compulsory in the classes for such re-registered students. Hostel accommodation for such re-registered students may be considered by the Hostel Warden at students' concessional rate, subject to availability of rooms.

Applicability: The above attendance rules shall be applicable to all the regular teaching programmes of IIPS, viz., M.A./M.Sc. in Population Studies, M. Sc. in Biostatistics and Demography, Master of Population Studies (MPS), and M.Phil and Pre-Ph.D. Course Work in Population Studies and Biostatistics and Demography.

Agenda No.8: To discuss the monitoring of progress in Ph.D. programme and suggest new guidelines if any

Ph.D. Coordinator presented the proposal of the revised guidelines. The Council approved as presented.

Existing IIPS Ph.D Rules	Proposed revision
<p>Monitoring of Ph.D. work</p> <p>i) A Ph.D. research scholar shall appear before the Research Advisory Committee formulated at the Institute by the Director once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The committee will submit the six-monthly progress report to Institute. For the Research Advisory Committee meetings, Guide will be the convener.</p> <p>v) For the award of Ph.D. degree, a student should have presented at least two papers related to the Ph.D. topic in seminars conducted anywhere outside the Institute; published at least one research paper based on the Ph.D. work; and submitted proof of submission for second paper.</p>	<p>i) A Ph.D. research scholar shall appear before the Research Advisory Committee formulated at the Institute by the Director once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The committee will submit the six-monthly progress report to Institute and shall recommends further extension with/without fellowship and may also recommend for conversion of Ph.D. programme from full time to part-time, if progress is not found satisfactory. It is mandatory for the Part time students to submit the progress report once in a year. For the Research Advisory Committee meetings, Guide will be the convener</p> <p>v) For the award of Ph.D. degree, a student should have presented at least two papers related to the Ph.D. topic in Workshop/Seminar/Conference conducted anywhere outside the Institute; published at least one research paper based on the Ph.D. work; and submitted proof of submission for second paper.</p>

Existing IIPS Ph.D Rules	Proposed revision
<p>viii) Ph.D. student must make herself/himself available to a committee (Guide, advisors) to review the progress every six months. In case a student fails to complete this clause, she/he will not be allowed to continue the research work. A student may be permitted to delay this in view of appropriate reasons (sickness, for example) with the approval of Director.</p>	<p>viii) Ph.D. student must make herself/himself available to a committee (Guide, advisors) to review the progress every six months. In case a student fails to complete this clause, she/he will not be allowed to continue the research work. A student may be permitted to delay this in view of appropriate reasons (sickness, for example) with the approval of Director.</p> <p>A Ph.D. research scholar shall submit progress report & time line atleast one month before the expiry of existing extension period, failing which gap period will be considered without fellowship and no arrears will be paid.</p>
<p>vi) Government of India Research Fellowship will normally be tenable for a period of four years. After two years of the tenure, the performance of all the Research Fellows shall be assessed by the Institute. On assessment, if it is found that the fellow lacks research potential, the fellowship may be terminated. In case of a research fellow who has shown research ability but not achieved significant progress, he/she may be given an extension for a period of one year and at the end of three years' period, his/her research work would be subjected to a further assessment and only if the report is found to be satisfactory, he/she be given further extension of one year. The fellowship could be withdrawn if the progress in research is considered unsatisfactory.</p>	<p>vi) Government of India Research Fellowship will normally be tenable for a period of four years. It shall not be extended for fifth year. After two years of the tenure, the performance of all the Research Fellows shall be assessed by the Supervisor and Advisory Committee. On assessment, if it is found that the fellow lacks research potential, the fellowship may be terminated. In case of a research fellow who has shown research ability but not achieved significant progress, he/she may be given an extension for a period of one year and at the end of three years' period, his/her research work would be subjected to a further assessment and only if the report is found to be satisfactory.</p>

Existing IIPS Ph.D Rules	Proposed revision
<p>Leave rules</p> <p>i) Personal leave for a maximum period of 30 days in a year in addition to general holidays may be taken by a fellow with the prior approval of the Director on recommendation of the Supervisor. The General holidays, however, do not include the vacation period e.g., summer, winter and Pooja vacation. The above leave may also be used for presenting papers and attending seminars.</p>	<p>i) Personal leave for a maximum period of 30 days in a year in addition to general/public holidays may be taken by a fellow with the prior approval of the Director & Sr. Professor on recommendation of the Supervisor. The General/Public holidays, however, do not include the vacation period e.g., summer, winter and Diwali/Pooja vacation. The above leave may also be used for presenting papers and attending seminars.</p> <p>Note: Scholars are required to submit the leave forms well in advance or within the stipulated period prior to releasing the monthly fellowship, failing which no arrears for the absence period will be released.</p>
<p>iii) The fellows may, in special case, be allowed by the institute leave without fellowship up to one academic year during the entire tenure of the fellowship for purpose of accepting teaching assignment on a temporary basis provided the post accepted by them is in same department, or in an institution located in the city.</p>	<p>iii) Academic leave without fellowship shall be permissible only for one year throughout the tenures (for any kind of academic assignment/teaching/foreign visit in connection with research work). The period of leave without fellowship will be counted towards the tenure. Expenditure on foreign visit in connection to research work cannot be claimed from UGC or IIPS.</p>
<p>iv) The fellows are granted special leave of maximum of 10 days in a year to attend conference in India or abroad with the prior approval of the Director and on the recommendation of the Supervisor concerned. Fellows availing leave for attending conferences must submit along with leave</p>	<p>iv) The fellows are granted special leave of maximum of 10 days in a year to attend Workshop/ Seminar/Conference in India or abroad with the prior approval of the Director and on the recommendation of the Supervisor concerned. Fellows availing leave for attending conferences must submit along with</p>

Existing IIPS Ph.D Rules	Proposed revision
<p>application a copy of paper being presented in the conferences. Fellows availing leave for attending conferences must submit a letter of participation from the organizers/host Institutions at the time of re-joining the Institute.</p>	<p>leave application a copy of paper being presented in the conferences. Fellows availing leave for attending conferences must submit a letter of participation from the organizers/host Institutions at the time of re-joining the Institute.</p> <p>The Special leave balance will not be carried for the subsequent year for attending Workshop/ Seminar/Conference.</p>
<p>v) The special leave for attending training programme abroad for maximum of three months during the entire tenure of the fellowship is permissible with the prior approval of the Director on the recommendation of the Supervisor concerned. However, granting of fellowship for the said purpose shall be purely based on the merit of individual case and at the discretionary power of the Director. On return they are required to submit the detailed report in writing to the Director.</p>	<p>v) The special leave for attending training programme abroad/India for maximum of three months during the entire tenure of the fellowship is permissible with the prior approval of the Director on the recommendation of the Supervisor concerned. However, granting of fellowship for the said purpose shall be purely based on the merit of individual case and at the discretionary power of the Director. On return they are required to submit the detailed report in writing to the Director.</p>
<p>vi) In case where the above condition is not fulfilled, the fellows may be granted extra ordinary leave without fellowship, not exceeding three months during the entire period of award on the recommendations of the Supervisor concerned.</p>	<p>Proposed for removal of this clause</p>
<p>vii) The women awardees would be eligible for maternity leave at full rates for a period not exceeding three months, once during the tenure of their award.</p>	<p>vii) Besides this an 'Intermittent Break' for a maximum period of 1 year may also be permissible to the women candidates. The leave can be availed 3 times during entire period of fellowship. However, the total duration of leave shall not exceed one year. This Flexi Time period should not be</p>

Existing IIPS Ph.D Rules	Proposed revision
	<p>counted towards the tenure of the fellowship and thus effectively the total period of fellowship will remain the same.</p> <p>Male candidates are eligible for paternity leave as per Govt. of India norms issued from time to time at full rates of fellowship once during the tenure of their award. Male candidate with less than two children may be granted 15 days Paternity Leave during the confinement of his wife for childbirth. The Paternity Leave can be availed upto 15 days before or upto six months from the date of delivery of the child. Paternity Leave shall not be debited to the leave account.</p>
<p>viii) The period of leave without fellowship will be counted towards the tenure of the fellowship. The fellows are not eligible for Medical Leave. The fellows may avail personal leave and extra ordinary leave for medical reasons. These leave rules are framed in accordance with the UGC guidelines and hence separate medical leave is not allowed to the fellows.</p>	<p>viii) The period of leave without fellowship will be counted towards the tenure of the fellowship. The fellows are not eligible for Medical Leave. The fellows may avail personal leave for medical reasons. These leave rules are framed in accordance with the UGC guidelines and hence separate medical leave is not allowed to the fellows.</p>
<p>Rule for utilization of contingency grants admissible to research fellows at IIPS.</p> <p>Clause i) to xxi) remain same</p>	<p>Clause i) to xxi) remain same</p> <p><i>Note to be added after clause no. xxi)</i></p> <p>Note: Fellows are required to submit the contingency claim for each year and no claim will be considered after completion of fellowship period.</p>

Agenda No.9: To discuss the progress of syllabus preparation of elective papers under CBCS.

It was discussed that there is a need to develop more elective papers in various Academic Programmes in the light of CBCS (Choice Based Credit System). An elective paper titled "Advanced Statistical Packages and Application in Large Scale Data" is approved.

Agenda No.10: Any other matter with permission from chair.

The minutes of the meeting of the committee constituted for consolidated salary of contractual staff employed in the Institute funded research projects was placed before the AC. The AC agreed with the recommendation of the committee and approved to place the recommendation for the consideration of SFC.

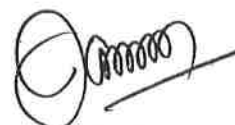
Sr No.	Level for Entitlement of TA/DA	Existing Consolidated Salary as Approved in EC meeting dated December 11, 2013	Proposed Consolidated Base Salary w.e.f the date of approval of EC
Senior Research Officer (SRO)	10	Rs 25, 000	37,500
Research Officer (RO)	7	Rs 20, 000	30,000

However, it was suggested by DDG that a range of salary may be prescribed and the amount may be fixed based on the qualifications and experience with the approval of the Director. It was agreed to come out with a range of salary in the coming AC.

The meeting finally ended with vote of thanks to the Chairperson.



(Prof. R.B. Bhagat),
Member-Secretary,
Academic Council



(Prof. K.S. James),
Chairperson,
Academic Council.