

MEMORANDUM OF ASSOCIATION, RULES AND REGULATIONS & BYE-LAWS



IIPS
(स्थापना/ Established in 1956)
बेहतर भविष्य के लिए क्षमता निर्माण
Capacity Building for a Better Future

International Institute for Population Sciences (Deemed to be University)

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(Memorandum of Association (MoA), Rules and Regulation were updated and approved by the General Council in its 43rd meeting held on January 06, 2023 and Bye-laws were updated and approved by the Executive Council in its 111th meeting held on July 20, 2022)

MoA, Rules and Regulations and Bye-laws

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INTERNATIONAL INSTITUTE FOR POPULATION SCIENCES
MUMBAI

MEMORANDUM OF ASSOCIATION

1. NAME

The name of the Society is "**The International Institute for Population Sciences, Mumbai**" (hereinafter called the 'Society').

2. OFFICE

The office of the Society shall be situated in the State of Maharashtra.

3. VISION AND MISSION

i) VISION:

A premier research and teaching institution of excellence and innovation in population sciences that is capable of providing leadership on matters relating to population sciences and the development of evidence-based policy and programmatic initiatives to improve population health outcomes and promote health equity among different population subgroups.

ii) MISSION:

The overarching mission of IIPS shall be to contribute to the improvement of the population health outcomes and their determinants and achievement of health equity through programmatic initiatives that help formulate interventions at the policy and/or practice level to address issues relating to population health. Achieving this mission involve:

- a) Expanding the pool of specialized human resources, including young professionals and scholars, equipped with the knowledge and skills required to support programme planning, implementation and monitoring for improving population health outcomes and health-related quality of life for all.
- b) Strengthening institutional and human capacity at the national and State levels to formulate and implement effective policies, plans and programmes to ensure achievement of targets relating to population health outcomes and reduction in inequity associated with these outcomes.
- c) Improving access to and sharing of information and knowledge, including research results, promising practices and innovations, required for making informed decisions for tackling issues relating to population health outcomes and their determinants.

- d) Promoting, through advocacy and communication initiatives and building partnerships with community and other stakeholders, the adoption of improved policies and practices, and appropriate behavioral practices by individuals and communities to improve population health outcomes such as reduction in premature mortality and improving health-related quality of life and tackle issues associated with health determinants.

4. OBJECTIVES

The objectives for which the Society is established are:

- i) To provide higher education leading to excellence and innovations in such branches of knowledge as may be deemed fit fully conforming to the concept of a university.
- ii) To engage in areas of specializations to make distinctive contributions to the objectives of the university education system.
- iii) To provide for high quality teaching and research and for the advancement of knowledge and its dissemination through various research programmes.
- iv) To train and build capacity for persons and institutions from India and other countries in Population Sciences, Biostatistics, Public Health and related fields.
- v) To undertake and promote scientific research on population problems, especially those which are of importance to India and other countries in SAARC and ESCAP region.
- vi) To scientifically collect, analyse, and disseminate data about population of India and other countries in the world as may be necessary to enhance policy discourse and research.
- vii) To provide services of research, evaluation, training, consultation and guidance related to population issues to Government departments, Public corporations or private establishments as deemed desirable in pursuance of the objectives of the Society.
- viii) To undertake, organize and facilitate study courses, conferences, lectures, seminars and the like to promote the aforesaid objectives.

To grant subject to such conditions as the Institute may determine, on the recommendations of its Academic Council, Degrees, Diplomas and Certificates to, and confer appropriate degrees and academic distinctions (on the basis of examinations, evaluation or any other method of testing) on persons, and to withdraw any such Diplomas, Certificates, Degrees or other academic distinctions for good and sufficient cause.

To confer honorary degrees or other distinctions in the manner as may be prescribed in the Bye-Laws.

- ix) To undertake and provide for publications of journals and research papers and books including text books and reference books and to establish and maintain libraries and information services in furtherance of the objectives of the Society.
- x) To subscribe to or become a member of or to cooperate or amalgamate with any other association or society whose objectives are similar to that of the Society.
- xi) To stimulate interest in population problems generally and to cooperate with and assist in related research and training by other agencies and institutions or professional associations.
- xii) To invite representatives of Government or Universities and other Institutions and Organizations, Indian and Foreign, to deliver lectures on subjects in which the Society is interested.
- xiii) To establish such working relationships with the United Nations and other international or national organizations in the functioning of the Institute, as may be deemed desirable in pursuance of its objectives and considered appropriate by the Government of India.
- xiv) To cooperate with international agencies engaged in population research and training and arrange for interchange of personnel, materials and data.
- xv) To create academic, administrative, technical, ministerial and other posts under the Society.
- xvi) To appoint and hire services or discharge/terminate the services of personnel and to pay them, in return for the services rendered to the Society, salaries, wages, gratuities, provident funds, pensions and such other allowances or remunerations as per rules and regulations of the Society.
- xvii) To accept grants of money, securities and properties of any kind on such terms as may seem expedient. To fix and demand such fees including tuition fees and other charges as may be laid down in the Rules and Bye-Laws.
- xviii) To issue appeals and applications for money and funds in furtherance of the said objectives and to raise or collect funds by gifts, donations, subscriptions or otherwise of cash and securities and any property either movable or immovable and to grant such rights and privileges to the donors, subscribers, and other benefactors as the Society may consider proper subject to compliance with applicable laws, rules and regulations.
- xix) To invest and deal with funds and moneys of the Society in accordance with applicable laws, rules and regulations.
- xx) To acquire by gift, purchase, exchange, lease, hire or otherwise, howsoever, any property movable or immovable which may be necessary or convenient for the

purpose of the Society and to build, construct, improve, alter, demolish and acquire such buildings, works and constructions as may be necessary for carrying out the objectives of the Society.

- xxi) To borrow and raise moneys with or without security or on the security of a mortgage, charge or hypothecation or pledge of all or any of the movable or immovable property belonging to the Society or in any other manner whatsoever, provided that prior approval in writing of the Government of India is obtained in that behalf.
- xxii) To sell, assign, mortgage, lease, exchange and otherwise transfer or dispose of all or any property, movable or immovable of the Society for the furtherance of its objectives provided prior approval of the Government of India is obtained for the transfer of immovable property.
- xxiii) To enter into any agreement with any Government or Authority, municipal, local or otherwise to obtain from such Government or authority any rights, privileges, concessions fiduciary or otherwise that the Society may deem desirable to obtain and carry out, exercise and comply with such arrangements, rights, privileges and concessions, so acquired in furtherance of the objectives of the Society.
- xxiv) To draw, make, accept, endorse, discount, execute, sign, issue and otherwise deal with cheques, hundies, drafts, certificates, receipts, Government securities, promissory notes, bills of exchange or other instruments, and securities whether negotiable or transferable or not, for the purpose of the Society.
- xxv) To accept and undertake the management of any endowment or trust fund or donation to further the objectives of the Society.
- xxvi) To establish a contributory /general provident fund for the benefit of the employees of the Society.
- xxvii) To institute, offer and grant prizes, awards, scholarships, research grants and stipends in furtherance of the objectives of the Society.
- xxviii) To do all such other lawful acts and things either along or in conjunction with other organizations or persons as the Society may consider necessary, incidental or conducive to the attainment of the above said objectives.

5. THE FIRST GENERAL COUNCIL¹

The names, addresses, occupations and designations of the First President, Vice-Presidents and Members of the General Council, to whom the management of the affairs of the Society as Deemed University is entrusted, till such time the various bodies are constituted in accordance with the Rules and Regulations of the Society, will be as follows:

¹ The Memorandum of Association, Rules and Regulation was initially approved by the General Council in its meeting held on March 6, 1984

Sr. no.	Name	Address	Occupation	Designation
1.	Shri. B. Shankaranand	Union Minister of Health and Family Welfare, Nirman Bhavan, New Delhi-11	Union Minister of Health and Family Welfare	President
2.	Dr. (Mrs.) Madhuri R. Shah	Chairman U.G.C. New Delhi	Chairman, U.G.C.	Vice-President
3.	Shri C.R. Vaidyanathan	Secretary to the Govt. of India, Ministry of Health and Family Welfare, Nirman Bhavan, New Delhi-11	Secretary, Ministry of Health and Family Welfare	Vice-President
4.	Mrs. Serla Grewal	Secretary, Ministry of Education, Govt. of India, New Delhi.	Secretary Ministry of Education,	Member
5.	Shri R.P. Kapoor	Additional Secretary and Commissioner (FW), Ministry of Health and Family Welfare, Nirman Bhavan, New Delhi-11.	Additional Secretary	Member
6.	Shri R.M. Bhargava	Joint Secretary and Financial Advisor Ministry of Health and Family Welfare, Nirman Bhavan, New Delhi.	Joint Secretary	Member
7.	Dr. M.S. Gore	Vice-Chancellor University of Mumbai, Fort, Mumbai.	Vice Chancellor University of Mumbai.	Member
8.	Dr.(Mrs.) Jyothi Ben Trivedi	Vice-Chancellor S.N.D.T., University, Mumbai.	Vice-Chancellor S.N.D.T. University.	Member
9.	Dr. K. Srinivasan	Director IIPS, Mumbai.	Director IIPS.	Member

6. SIGNATORIES TO THE MEMORANDUM OF ASSOCIATION

We, the undersigned are desirous of being formed into Society, under the Societies Registration Act XXI of 1860 as extended to the State of Maharashtra, in pursuance of this Memorandum of Association.

Sr. no.	Name	Address	Occupation
1.	Dr. Sushila Nayar	Ministry for Health Family and Planning, Govt. of India, New Delhi.	Ministry for Health and Family Planning Govt. Of India
2.	Dr. V.K.R.V. Rao	Member Planning Commission Yojana Bhavan, Parliament Street, New Delhi.	Member Planning Commission
3.	Mr. Govind Narain	Secretary to the Govt. of India, Minister of Health and Family Planning (Dept. of Family Planning), New Delhi	Secretary to the Govt. of India
4.	Dr. K.N. Rao	Director-General of Health Services, Govt. of India, New Delhi.	Director-General of Health Services,
5.	Mr. D.J. Madan	Joint Secretary Ministry of Finance (Dept. of Expenditure) New Delhi.	Joint Secretary Ministry of Finance
6.	Lt. Gen. S.P. Bhutia	Commissioner Family Planning Govt. of India Patiala House, New Delhi.	Commissioner Family Planning
7.	Mr. S.P. Jain	Director Demographic Training and Research Centre Chembur, Mumbai - 71.	Director Demographic Training and Research Centre

**THE INTERNATIONAL INSTITUTE FOR POPULATION SCIENCES
MUMBAI**

RULES AND REGULATIONS

1. DEFINITIONS

In these Rules, unless there is anything repugnant in the subject or context:

- i) **"The Institute"** means the International Institute for Population Sciences, Mumbai;
- ii) **"Government"** means the Central Government;
- iii) **"The General Council"** means the General Council of the Institute, established under these Rules and Regulations;
- iv) **"The Executive Council"** means the Executive Council of the Institute, constituted under these Rules and Regulations, to manage the day to day affairs of the Institute;
- v) **"The Academic Council"** means the Academic Council of the Institute, constituted under these Rules and Regulations;
- vi) **"Standing Finance Committee"** means the "Standing Finance Committee" of the Institute, constituted under Rules and Regulations of the Institute;
- vii) **"Board of Studies"** means the "Board of Studies" of the Institute, constituted under Rules and Regulations of the Institute;
- viii) **"President"** means the President of the General Council of the Institute;
- ix) **"Vice-President"** means the Vice-President of the General Council of the Institute;
- x) **"Chairperson"** means the Chairperson of the Executive Council of the Institute, unless otherwise specified;
- xi) **"Secretary"** means the "Secretary" of Ministry of Health & Family Welfare, Government of India;
- xii) **"Director"** means the Director and Senior Professor of the Institute;
- xiii) **"Registrar"** means the Chief Administrative Officer-cum-Registrar of the Institute;
- xiv) **"Year"** means the year ending on 31st March;
- xv) **"Member"** means a Member of the General Council, Executive Council, Academic Council, Standing Finance Committee and Board of Studies, or any

such other authorities as may be declared by the Rules to the authorities of the Institute;

- xvi) **“Act”** means the University Grants Commission Act, 1956 [Act 3 of 1956];
- xvii) **“Campus”** means Campus of the Institute at its headquarters, wherein its major facilities, faculty, staff, students and its Academic Departments are located in a city/ town/ village in India. While ‘off-Campus centre’ means as approved (by the Central Government) centre of the Institute beyond its Campus and outside India; and
- xviii) **"Appointing Authority"** in relation to any post under the Institute means the authority competent to make appointments to the post.

2. GENERAL COUNCIL

2.1. COMPOSITION OF THE GENERAL COUNCIL

- i) President - Minister for Health and Family Welfare, Government of India.
- ii) Vice-President - Secretary, Ministry of Health and Family Welfare, Government of India.
- iii) Additional Secretary and Mission Director (AS & MD), National Health Mission, Ministry of Health and Family Welfare, Government of India -Member.
- iv) Additional Secretary and Financial Advisor (AS&FA), Ministry of Health and Family Welfare, Government of India -Member.
- v) Director General (DG), Statistics Division, Ministry of Health and Family Welfare, Government of India–Member.
- vi) Deputy Director General (DDG), Statistics Division, Ministry of Health and Family Welfare, Government of India–Member.
- vii) Chief Director (CD), Statistics Division, Ministry of Health and Family Welfare, Government of India –Member.
- viii) One nominee of the Department of Higher Education, Ministry of Human Resource Development -Member.
- ix) One representative of Sir Ratan Tata Trust, Mumbai, Member.
- x) Vice-Chancellor of the Mumbai University, Member.
- xi) Vice-Chancellor of the S.N.D.T. University, Member.
- xii) Director of Tata Institute of Social Sciences, Mumbai, Member.
- xiii) The Director General of Health Services, New Delhi, Member.
- xiv) The Director General of Central Statistical Organization, New Delhi, Member.

- xv) The Registrar-General and Census Commissioner of India, New Delhi, Member.
- xvi) The Director General, Indian Council of Medical Research, New Delhi, Member.
- xvii) Director of National Institute of Health and Family Welfare, New Delhi—Member.
- xviii) Not more than two members who have distinguished themselves in the field of population sciences, eminent in the various fields of study concerning the purview of the Institute but not employees of the IIPS, shall be nominated by the President of the Council for a period of 3 years subject to maximum of two consecutive terms.
- xix) A nominee of the State Government of Maharashtra, Member.
- xx) One representative each of Professors, Associate Professors and Assistant Professors of the Institute (IIPS) to be nominated by the President by rotation in order of seniority for a period of one year as Member.
- xxi) Director and Senior Professor, International Institute for Population Sciences, Mumbai, Member Secretary.
- xxii) Registrar— Special Invitee.

The President may invite for (any meeting of the Council) representatives of other organizations or institutions which may be concerned with the work programme of the Institute and individuals with a special knowledge of or interest in the work programme of the Institute.

2.2. POWERS AND FUNCTIONS OF THE GENERAL COUNCIL

- i) The General Council shall be the supreme policy making, governing and appellate body of the Institute.
- ii) Subject to the provisions of the Societies Registration Act 1860 and subject to the prior approval of the Government of India, the General Council may alter, extend or abridge any objectives for which the Institute is established.
- iii) Subject to the approval of the Government of India, the General Council may make or alter the Rules and Regulations of the Institute at any time by a resolution passed by a majority of not less than three-fifths of members present and voting at any meeting of the General Council which shall have been convened for the purpose after giving due notice of such resolution to the members of the General Council.
- iv) Appointment to the post of "Director and Senior Professor" shall be made by the General Council, subject to the prior approval of the Government of India.

2.3. MEETING OF THE GENERAL COUNCIL

- i) The Annual General Meeting of the General Council shall be held as soon as feasible but not later than nine months, after the expiry of every year, to consider the annual report and accounts of the Institute, to appoint auditors and to consider and approve programme of work generally for the ensuing year.
- ii) At every Annual General Meeting, the Executive Council shall place before the members the annual report of the Institute and accounts of the Institute relating to the preceding year and the General Council may adopt the report and the accounts with such modifications and recommendations as it may deem fit. Copies of the annual report and accounts of the Institute, adopted by the General Council, shall be supplied to the members and to the Government of India.
- iii) The President may convene Special Meeting of the General Council whenever he/she thinks it necessary to do so, in addition to the Annual General Meeting.
- iv) In the absence of President, the Vice President shall chair the General Council meeting.
- v) **QUORUM:** One third of the members of the General Council shall constitute the quorum at any meeting of the General Council.

If at any meeting of the General Council, there is no quorum, the meeting shall stand adjourned to a date to be fixed by the President or Vice-President as the case may be. If at any adjourned meeting, there is no quorum, the members present shall constitute the quorum.

3. EXECUTIVE COUNCIL

3.1. COMPOSITION OF THE EXECUTIVE COUNCIL

- i) Secretary, Ministry of Health and Family Welfare, Government of India- Chairperson.
- ii) Additional Secretary & Mission Director (AS&MD), National Health Mission, Ministry of Health and Family Welfare, Government of India- Member.
- iii) Additional Secretary and Financial Advisor (AS&FA), Ministry of Health and Family Welfare, Government of India- Member.
- iv) Director General (DG), Statistics Division, Ministry of Health and Family Welfare, Government of India – Member.
- v) Deputy Director General (DDG)/ Chief Director (In-Charge of IIPS), Statistics Division, Ministry of Health and Family Welfare, Government of India- Member.
- vi) Director of the Tata Institute of Social Sciences, Mumbai -Member.
- vii) Vice-Chancellor of S.N.D.T. Women's University, Mumbai-Member.

- viii) Two nominees of the 'President' included under category (xviii) of the composition of the General Council, to be nominated by the President - Members.
- ix) One nominee of Sir Dorabji Tata Trust - Member.
- x) One representative each of Professors and Associate Professors to be nominated by the Chairperson by rotation in order of seniority for a period of one year - Member.
- xi) Director and Senior Professor, International Institute for Population Sciences, Mumbai – Member Secretary.
- xii) Registrar- Special Invitee.

3.2. POWERS AND FUNCTIONS OF THE EXECUTIVE COUNCIL

The Executive Council shall be the principal executive body of the Institute and shall have the following powers, namely:

- i) Subject to the general control and direction of the General Council and subject to such limitations as the Government of India may impose from time to time, the Executive Council shall have full power and authority to do all acts, matters, things and deeds which may be necessary or expedient for the purpose of the Institute including powers in respect of the following matters:
 - a) Broad policy to carry out the purpose of the Institute;
 - b) The review and sanction of budget estimates;
 - c) Matters pertaining to various emoluments, allowances and fellowships as recommended by the Standing Finance Committee;
 - d) Sanctioning of expenditure, as defined in financial bye-laws;
 - e) Investments of the funds at the Institute, and
 - f) Management of the Institutions and properties of the Institute and expending moneys required for that purpose.
 - g) To entertain and adjudicate upon and, if though fit, to redress any grievances of the employees and students of the institution.
- ii) The Executive Council may, by resolution, appoint one or more committees or sub-committees for such purpose as may be specified by it and delegate any powers to such Committee or Sub-Committee.
- iii) All appointments to the posts having pay level 10 or higher under the 7th CPC shall be made by the Executive Council. However, the appointment the post of "Director & Sr. Professor" shall be made by the President of the General Council.

The Executive Council will also constitute the Standing Recruitment Committee for recruitment to different categories of posts.

- iv) Subject to the approval of the Government of India, the Executive Council may frame, alter or repeal bye-laws for the proper conduct of business of the Institute for which no specific provision has been made in these rules. Such bye-laws shall be passed by the Executive Council by a majority of not less than 3/5th of the members present.
- v) The Executive Council shall have the power to create academic and non-academic/administrative posts in the Institute and formulate their respective Recruitment Rules as per the procedure, subject to approval of the Government of India.
- vi) The Executive Council of the Institute may, by resolution, delegate to the Chairperson such of its powers as it may deem fit for the conduct of business.
- vii) The Executive Council shall have the disciplinary power over all the employees of the Institute as well as the power to decide and appoint appropriate disciplinary authority.
- viii) The Executive Council shall have the power to grant leave of absence to the Director and Senior Professor for a period as contained in the respective orders issued by the Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training and amended from time to time.
- ix) The Executive Council shall have the power to conduct all administrative affairs of the Institute not otherwise specifically provided for.

3.3. MEETING OF THE EXECUTIVE COUNCIL

- i) The Executive Council of the Institute shall meet as often as necessary, but at least thrice in a year.
- ii) The meeting of the Executive Council may be convened by the Chairperson or by any other member of that Council who may be authorized in his/ her behalf by the Chairperson.
- iii) **QUORUM:** One third of the members of the Executive Council shall constitute the quorum at any meeting of the Executive Council.

If at any meeting of the Executive Council there is no quorum, the meeting shall stand adjourned to a date to be fixed by the Chairperson as the case may be. If at any adjourned meeting, there is no quorum, the members present shall constitute the quorum.

The Chairperson may nominate any of the members to preside over the meeting.

4. ACADEMIC COUNCIL

The Academic Council shall be the principal academic body of the Institute Deemed to be University and shall, subject to the provisions of the Memorandum of Association and Rules and Regulations, have the control over, and be responsible for, the maintenance of standards of teaching, research and training, approval of syllabus, co-ordination of research activities, examination and tests, and award of degrees. It shall also exercise such other powers and perform such other duties as may be prescribed or conferred upon it by the Rules of the institution.

4.1. COMPOSITION OF THE ACADEMIC COUNCIL

The Academic Council shall consist of:

- i) The Director and Senior Professor – Chairperson
- ii) Deputy Director General/ Chief Director (in-charge of IIPS), Statistics Division, Ministry of Health and Family Welfare, Government of India – Member
- iii) Director, National Institute of Public Health Training and Research Centre (NIPHTR) – Member
- iv) Director, National Institute of Health and Family Welfare – Member
- v) All Professors of the Institute, Heads of Departments and Course Coordinators - Members.
- vi) Four professional experts from outside the Institute in the related fields for a period of two years to be appointed by the Executive Council – Members.
- vii) Two Associate Professors and one Assistant Professor to be appointed on rotation by the Director and Senior Professor for a term of one year - Members.

One of the Professors to be nominated by the Director and Senior Professor will serve as the Member Secretary of the Council on rotation for a term of two years.

4.2. POWERS AND FUNCTIONS OF THE ACADEMIC COUNCIL

The Academic Council shall have the following powers and duties, namely

- i) To consider matters of academic interest either on its own initiative or at the instance of the Board of Studies or those proposed by the departments/ members of faculty and to take proper action thereon;
- ii) To exercise general supervision and provide guidance over the academic work of the institution deemed to be university and to give direction regarding methods of instruction, evaluation, and improvements in academic standards;
- iii) To promote and monitor research including externally funded research studies

within the institution deemed to be university, acquire reports on such research from time to time;

- iv) To prescribe courses of study leading to degrees and diplomas of the institution deemed to be university;
- v) To provide guidelines for the conduct of examinations in conformity with the Bye-Laws;
- vi) To maintain proper standards of the examinations and evaluation of research reports;
- vii) To recognize diplomas and degrees of universities and other institutions and to determine equivalence with the diplomas and degrees of the institutions deemed to be university;
- viii) To suggest measures for departmental co-ordination;
- ix) To make recommendations to the Executive council pertaining to:
 - a) Measure for improvement of standards of teaching research and training;
 - b) Institution of Fellowships, Travel Fellowships, Scholarships, Medals, Prizes etc.;
 - c) To recommend to the Executive Council, to recommend restructuring of departments, creation of new departments/centres/units of studies and research or abolition of departments/centres; and
 - d) To frame rules covering the academic functioning of the institution deemed to be university, admissions, examinations, award of fellowships and studentships, free-ships, concessions, attendance, discipline, residence etc.
- x) To appoint sub-committee to advise on such specific matter as may be referred to it by the Executive Council;
- xi) To consider the recommendations of the sub-committees and to take such action as the circumstances of each case may require;
- xii) To take periodical review of the activities of the Departments/Centres and to take appropriate action with a view to maintaining and improving standards of instruction;
- xiii) To recommend institution of teaching posts (Professors, Associate Professors and Assistant Professors) to the Executive Council; and
- xiv) To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Rules of the institute.

4.3. MEETINGS OF THE ACADEMIC COUNCIL

- i) The Academic Council shall meet as often as may be necessary but not less than twice a year.
- ii) Each member, including its Chairperson of Academic Council, shall have one vote and decisions at the meetings of the Academic Council shall be taken by consensus failing which by simple majority. In case of tie, the Chairperson shall have a casting vote.
- iii) Any business which it may be necessary for the Academic Council to perform, except such as may be placed before its meeting, may be carried out by circulation of the resolution among all its members and the resolution so circulated and approved by a simple majority shall be effective and bindings if such resolution has been passed in the meeting of the Academic Council, provided that at least one half of the total number of the members of the Academic Council have recorded their views on the resolution.
- iv) QUORUM: One third of the members of the Academic Council shall constitute the quorum for the meeting of the Academic Council.

5. STANDING FINANCE COMMITTEE

5.1. COMPOSITION OF THE STANDING FINANCE COMMITTEE

- i) Additional Secretary and Financial Adviser (AS&FA))/ Joint Secretary and Financial Advisor (JS&FA), Ministry of Health and Family Welfare, Government of India- Chairperson.
- ii) Deputy Director General (DDG)/Chief Director (in-charge of IIPS), Statistics Division, Ministry of Health and Family Welfare, Government of India - Member.
- iii) One representative each of Professor and Associate Professor to be nominated on rotation by the Chairperson in order of seniority for a period of one year - Member.
- iv) Director and Senior Professor, International Institute for Population Sciences, Mumbai – Member Secretary.
- v) Registrar- Special Invitee.

5.2. POWERS AND FUNCTIONS OF THE STANDING FINANCE COMMITTEE

The powers and functions of the Standing Finance Committee shall be as follows:

- i) To consider and recommend for approval to the Executive Council the annual budget estimates of the Institute;
- ii) To consider and recommend for approval the annual audited accounts of the Institute;

- iii) To consider and recommend for approval new financial proposals which may arise during the course of the year and which may not have already been provided for in the budget;
- iv) To approve the reappropriations between previously approved major heads;
- v) To consider and recommend for approval proposals for creations of new posts and departments;
- vi) Any other matter that may, from time to time, be assigned to the Standing Finance Committee by the Executive Council.

5.3. MEETING OF THE STANDING FINANCE COMMITTEE

- i) The Standing Finance Committee shall meet as often as necessary; but at least twice a year; to consider, review or recommend any decisions of the Institute on matters having financial implications or falling under the purview of the Standing Finance Committee as provided in the Institute Bye Laws.
- ii) The meeting of the Standing Finance Committee may be convened by the Chairperson of the Committee or by any other member of the Committee who may be authorized in his/ her behalf by the Chairperson.
- iii) QUORUM: One third of the members of Standing Finance Committee shall constitute the quorum of any meeting of the Standing Finance Committee. The Chairperson of SFC may nominate any of the persons to preside over the meeting.

6. BOARD OF STUDIES

6.1. COMPOSITION OF BOARD OF STUDIES

- i) Director and Senior Professor - Chairperson.
- ii) Heads of the Departments - Members.
- iii) One Professor, one Associate Professor and one Assistant Professor from the Institute by rotation according to seniority for a period of one year- Members.
- iv) Not more than 2 experts in the subject area to be nominated by Chairperson-Members.
- v) One of the Professors to be nominated by the Director and Senior Professor will serve as the Member Secretary of the Board of Studies on rotation for a term of two years.

6.2. POWERS AND FUNCTIONS OF BOARD OF STUDIES

- i) The powers and functions of the Board of Studies relate to the academic work particularly to decide about the guidelines in order to ensure quality and standards of teaching and research activities of the Institute.
- ii) To change the syllabus of various courses offered by the Institute.
- iii) To recommend to the Academic Council rules, regulations and qualifications necessary for the admission to various courses.
- iv) The recommendations of Board of Studies on academic matters will be considered by the Academic Council. However, the final decision of Academic Council would be binding.

6.3. MEETING OF THE BOARD OF STUDIES

- i) The Board of Studies shall meet as often as may be necessary but at least once a year.
- ii) The meeting of the Board of Studies may be convened by the Chairperson of the Board of Studies or by any other member of the Committee who may be authorized on behalf by the Chairperson.
- iii) **QUORUM:** One third of the members of the Board of Studies shall constitute the quorum for the meeting of the Board of Studies.

7. NOTIFICATION OF MEETINGS

- i) A written notice shall be sent to every member of the General Council or Executive Council or Standing Finance Committee or Academic Council or Board of Studies either personally or through post or through E-mail, at the address mentioned in the role of members.
- ii) Any notice so sent by post shall be deemed to have been duly served and in proving such services it shall be sufficient to show that the cover containing such notice was properly addressed and put into the post office.
- iii) The General Council or the Executive Council or Standing Finance Committee or Academic Council or Board of Studies shall function notwithstanding any vacancy therein and notwithstanding any defect in the appointment, nomination or co-option of any member and no act of the General Council or the Executive Council or Standing Finance Committee or Academic Council or Board of Studies shall be invalidated by reason only of the existence of any vacancy therein or of any defect in the appointment, nomination or co-option of any member.
- iv) In case of difference of opinion among the members of the General Council or of the Executive Council or Standing Finance Committee or Academic Council or

Board of Studies at any meeting, the opinion of the majority shall prevail. Each member of the General Council including the President, or of the Executive Council including the Chairperson or of the Standing Finance Committee including Chairperson or of the Academic Council including the Chairperson or of the Board of Studies including the Chairperson shall have one vote and if there be equality of votes or any question, the presiding officer, as the case may be, shall, in addition, have a casting or second vote.

8. RESOLUTION BY CIRCULATION

Subject as hereinafter provided any business which it may be necessary for the Executive Council or Standing Finance Committee or Academic Council or Board of Studies to perform may be carried out by circulation amongst all its members and any resolution so circulated and approved by a majority of members of the Executive Council or Standing Finance Committee or Academic Council or Board of Studies shall be as valid and effectual as if it had been passed at a meeting of these bodies duly convened and held.

For any reason if the General Council has not met within the stipulated time, from the expiry of the year to approve the Annual Report and Accounts that are to be placed in both Houses of Parliament, the same could be approved by the President of the Council on behalf of its members. Such provision of approval shall not be exercisable in the next year if the General Council meeting for previous year is not held.

9. ALLOWANCES TO THE MEMBERS

Member of the General and Executive Council and Standing Finance Committee, Academic Council and Board of Studies and the committees or sub-committees formed by them, if they are not officers of the Central or State Government may receive travelling and daily allowances for attending meetings at rates comparable to Grade I Officer of the Central Government. A Member of Parliament shall, however, be paid only compensatory allowance as provided under the Parliament (Prevention of Disqualification) Act, 1959, until he ceases to be a Member of Parliament.

10. SPECIAL CLAUSES

- i) Any amendment to the Rules and Regulations and Bye-laws of the Institute would require the prior approval of the Central Government in the Ministry of Health and Family Welfare.
- ii) The President shall have powers to inquire into the affairs of the Institute.

11. FUNDS OF THE INSTITUTE, ACCOUNTS AND AUDIT

- i) The funds of the Institute shall consist of the following:
 - a) Grants made by or through the Central or any State Government;
 - b) Grants made by the University Grants Commission;
 - c) Donations and contributions from other sources; and
 - d) Other income and receipts of the Institute.

- ii) The Bankers of the Institute shall be the State Bank of India and / or any other nationalized bank. All funds received shall be paid into the Institute's Account with the State Bank of India and / or any other nationalized bank and shall not be withdrawn except on a cheque signed by the Accounts Officer and counter-signed either by the Registrar or Director or any other authority authorized by the Director in his/her behalf, or as per provisions in the bye-laws.
- iii) The Institute shall maintain proper accounts and other relevant records and prepare annual statement of accounts including the Balance Sheet in such form as may be prescribed by the Government in consultation with the Comptroller and auditor General of India.
- iv) The Accounts of the Institute shall be audited annually by the Auditor appointed by the Government and any expenditure incurred in connection with the accounts of the Institute shall be payable by the Institute. The Auditor of the Institute shall have the right to demand the production of books, accounts, vouchers and other documents and papers and to inspect the offices of the Institute as may be required or necessary for the purpose of audit.
- v) The results of audit shall be communicated to the Ministry of Health and Family Welfare, Government of India and to the General Council of the Institute. A copy of the Audit Report along with its observations will be sent to the Ministry of Health and Family Welfare, Government of India or to other agencies from where the grant has been received by the Institute.

12. GENERAL

- i) All contracts, deeds and other instruments shall be executed on behalf of the Institute or members of the Executive Council by the Director as per the provisions in the Bye-laws, or by any other member of the Executive Council if so authorized by a resolution passed in that behalf.
- ii) For the purpose of the Section 6 of the Societies Registration Act, 1860 (as applicable to the State of Maharashtra), the Registrar or any other officer authorized by the Director and Senior Professor of the Institute shall be considered its Principal Secretary and the Institute may sue or be sued in the name of the Registrar or any officer as authorized.
- iii) When a person has been nominated a member of the General Council or Executive Council or Standing Finance Committee or Academic Council or Board of Studies by reason of the office he holds, his/ her membership shall terminate when he ceases to hold that office.
- iv) A member of the General Council or Executive Council or Standing Finance Committee or Academic Council or Board of Studies shall cease to be a member if he resigns, becomes of unsound mind and /or is adjudged insolvent or is convicted of a criminal offence involving moral turpitude.

- v) Any vacancy in the General Council or Executive Council or Standing Finance Committee or Academic Council or Board of Studies may be filled up by appointment by the Authority concerned and the term and office of a member so appointed shall continue only for the remainder of the term of the member in whose place he/she has been appointed.
- vi) The tenure of the Members, who are not ex-officio Members, shall be at the discretion of the respective nominating authority. The nominating authority may, at any time, cancel the nomination of any person appointed by it at any time even though he may have been appointed for a fixed period and appoint another person in his/ her place.

13. INCOME AND PROPERTY

The income and property of the Institute, however derived, shall be applied towards the promotion of the objectives thereof as set forth in the Memorandum of Association subject, nevertheless, to such conditions or restrictions as the Government of India or any State Government or University Grants Commission, may impose in respect of expenditure of grants made by them to the Institute. No portion of the income and property of the Institute shall be paid or transferred, directly or indirectly, by way of dividends, bonus or otherwise howsoever, by way of profit, to the persons who, at any time, are or have been member of the Institute or to any of them, provided that nothing herein contained shall prevent the payment in good faith of remuneration to any member thereof or other person in return for any service rendered to the Institute or for travelling allowance, halting allowance or any other similar charges.

14. WINDING UP

- i) The Institute may be dissolved in accordance with the provisions of Sections 13 and 14 of the Societies Registration Act (XXI of 1860) after obtaining the previous consent of the Government of India in that behalf. If, on the winding up or dissolution of the Institute, there shall remain, after satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to or distributed among the members of the Institute or any of them.
- ii) But it shall be lawful for the members to determine by majority of the votes of the members present at the time of dissolution of the Institute that such property shall be given to the Government of India to be utilized for any of the purposes referred to in Section 1 of the Societies Registration Act (XXI of 1860).

CERTIFIED to be true and correct copy of the rules and Regulations of the International Institute for Population Sciences, Mumbai.

1.

2.

3.

Place:

Dated the

BYE – LAWS

(Updated and approved by the Executive Council in its
111th meeting held on July 20, 2022)

INTERNATIONAL INSTITUTE FOR POPULATION SCIENCES MUMBAI

BYE-LAWS

In exercise of the powers conferred by Rule 3.2 (iv) of the Rules and Regulations of the International Institute for Population Sciences, the Executive Council hereby makes the following Bye-Laws, namely:

PART I – GENERAL BYE-LAW

1. SHORT TITLE AND COMMENCEMENT

- i) These Bye-Laws may be called the International Institute for Population Sciences Bye-Laws.
- ii) They shall be deemed to have come into force on 11-08-2022.

2. DEFINITIONS

In these Rules, unless there is anything repugnant in the subject or context:

- i) **"The Institute"** means the International Institute for Population Sciences, Mumbai;
- ii) **"Government"** means the Central Government;
- iii) **"The General Council"** means the General Council of the Institute, established under these Rules and Regulations;
- iv) **"The Executive Council"** means the Executive Council of the Institute, constituted under these Rules and Regulations, to manage the day to day affairs of the Institute;
- v) **"The Academic Council"** means the Academic Council of the Institute, constituted under these Rules and Regulations;
- vi) **"Standing Finance Committee"** means the Standing Finance Committee of the Institute, constituted under Rules and Regulations of the Institute;
- vii) **"Board of Studies"** means the Board of Studies of the Institute, constituted under Rules and Regulations of the Institute;
- viii) **"President"** means the President of the General Council of the Institute;
- ix) **"Vice-President"** means the Vice-President of the General Council of the Institute;
- x) **"Chairperson"** means the Chairperson of the Executive Council of the Institute, unless otherwise specified;

- xi) **"Secretary"** means the Secretary of Ministry of Health & Family Welfare, Government of India;
- xii) **"Director"** means the Director and Senior Professor of the International Institute for Population Sciences;
- xiii) **"Registrar"** means the Chief Administrative Officer-cum-Registrar of the International Institute for Population Sciences;
- xiv) **"Year"** means the year ending on 31st March;
- xv) **"Member"** means a Member of the General Council, Executive Council, Academic Council, Standing Finance Committee and Board of Studies, or any such other authorities as may be declared by the Rules to the authorities of the Institute.
- xvi) **"Act"** means the University Grants Commission Act, 1956 [Act 3 of 1956].
- xvii) **"Campus"** means Campus of the Institute at its headquarters, wherein its major facilities, faculty, staff, students and its Academic Departments are located in a city/ town/ village in India. While 'off-Campus centre' means as approved (by the Central Government) centre of the Institute beyond its Campus and outside India;
- xviii) **"Appointing Authority"** in relation to any post under the Institute means the authority competent to make appointments to the post;
- xix) **"Employee"** means a person serving in the Institute on any post;

Employees are further divided into two categories, viz., (a) Academic Staff and (b) Non-Academic Staff.

(a) Academic Staff includes

- i. Members of the faculty, consisting of Director, Professors, Associate Professors and Assistant Professors.
- ii. Any other category of staff declared as academic staff by the Executive Council.

(b) Non-Academic staff will mean and include all other staff not covered in (i) and (ii) above.

- xx) **"Rules"** means the Rules and Regulations of the International Institute for Population Sciences; and
- xxi) **"Appendix"** means an Appendix to these Bye-Laws;

PART II - BYE LAWS FOR CONDUCT OF BUSINESS

1. MEETING OF THE EXECUTIVE COUNCIL

- i) The Executive Council shall ordinarily meet at the Institute on such date and time as per the convenience of the Chairperson, or any other person authorized to convene the meeting by the Chairperson as per the Rules and Regulations of the Institute.
- ii) An extraordinary meeting of the Executive Council shall also be called any time on a written requisition made by at least 5 members of the Executive Council.
- iii) The Member-Secretary shall send to the members notice of every meeting of the Executive Council at least 14 days in the case of an ordinary meeting and at least 7 days in the case of an extraordinary meeting, before the date of the meeting, under certificate of posting, or by speed post or by email. The agenda of the meeting shall be sent at least 5 days before the date of the meeting.
- iv) The Chairperson shall preside over the meeting of the Executive Council. In his/her absence, a member chosen by the members present on the occasion shall function as the Chairperson of the meeting.
- v) Any member desirous of moving any resolution at a meeting of the Executive Council shall give notice thereof in writing to the Chairperson, so as to reach him/her not less than 4 days before the date of such meeting. Such notice when received shall be circulated immediately to the members and be included in the agenda of the meeting.
- vi) Any matter not included in the agenda and of which notice as mentioned in sub-para (iii) & (v) above has not been given, may be considered at meeting of the Executive Council with the permission of the Chairperson.
- vii) The proceedings of meetings of the Executive Council shall be recorded in a Minute Book to be maintained by the Member-Secretary for the purpose after it is approved by the Chairperson of the meeting.

2. ACADEMIC COUNCIL

- 1. The composition, powers and functions of the Academic Council will be governed by the Rules 4.1, 4.2 and 4.3 of the Rules and Regulations of the Institute.
- 2. A casual vacancy in the Academic Council may be filled by the Chairperson of the Academic Council by nomination.
- 3. Meeting of the Academic Council:
 - i) An extraordinary meeting of the Academic Council shall also be called on a written requisition made by atleast 7 members of the Academic Council.

- ii) The Member-Secretary shall send to the members notice of every meeting of the Academic Council at least 14 days in the case of an ordinary meeting and atleast 7 days in the case of an extraordinary meeting, before the date of the meeting, under certificate of posting, or by speed post or by email. The agenda of the meeting shall be sent atleast 5 days before the date of the meeting.
- iii) Any member desirous of moving any resolution at a meeting of the Academic Council shall give notice thereof in writing to the Chairperson so as to reach him/ her not less than 4 days before the date of such meeting. Such notice, when received, shall be circulated immediately to the members and shall be included in the agenda of the meeting.
- iv) The Chairperson of the Academic Council shall preside over the meeting of the Academic Council. In his/ her absence, a member chosen by the members present on the occasion shall function as the Chairperson of the meeting.
- v) Any matter not included in the agenda, may be considered at a meeting of the Academic Council with the permission of the Chairperson.
- vi) The proceedings of the meetings of the Academic Council shall be recorded in a Minute Book to be maintained by the Member-Secretary for the purpose after it is approved by the Chairperson of the meeting.

3. STANDING FINANCE COMMITTEE

- 1. The composition, powers and functions of the Standing Finance Committee will be governed by the Rules 5.1, 5.2 and 5.3 of the Rules and Regulations of the Institute.
- 2. The term of office of nominated members of the Standing Finance Committee shall be three years. An outgoing member shall be eligible for re-nomination.
- 3. A casual vacancy in a Standing Finance Committee may be filled by the Chairperson of the Executive Council by nomination of a member of the Executive Council.
- 4. Meeting of the Standing Finance Committee
 - (i) The Standing Finance Committee shall ordinarily meet at the Institute on such date and time as the Chairperson, or any other person authorized by the Chairperson to convene the meeting in terms of the relevant provisions of these Rules and Regulations of the Institute.
 - (ii) An extraordinary meeting of the Standing Finance Committee shall also be called on a written requisition made by atleast 4 members of the Standing Finance Committee.
 - (iii) The Member-Secretary shall send to the members notice of every meeting of the Standing Finance Committee atleast 14 days in the case of an

ordinary meeting and atleast 7 days in the case of an extraordinary meeting, before the date of the meeting, under certificate of posting, by speed post or by email. The agenda of the meeting shall be sent atleast 5 days before the date of the meeting.

- (iv) The Chairperson shall preside over the meeting of the Standing Finance Committee. In his/ her absence, a member chosen by the members present on the occasion shall function as Chairperson of the meeting.
- (v) Any member desirous of moving any resolution at a meeting of the Standing Finance Committee shall give notice thereof in writing, so as to reach him/ her not less than 4 days before the date of such meeting. Such notice when received shall be circulated immediately to the members and shall be included in the agenda of the meeting.
- (vi) Any matter not included in the agenda and of which notice as mentioned in sub-para (iii) & (v) above has not been given, may be considered at a meeting of the Standing Finance Committee with the permission of the Chairperson.
- (vii) The proceedings of the meeting of the Standing Finance Committee shall be recorded in a Minute Book to be maintained by the Member-Secretary for the purpose after it is approved by the Chairperson of the meeting.

4. MEETING OF THE BOARD OF STUDIES

- i) The Member-Secretary shall send to the members notice of every meeting of the Board of Studies at least 14 days in the case of an ordinary meeting and at least 7 days in the case of an extraordinary meeting, before the date of the meeting, under certificate of posting, or by speed post or by email. The agenda of the meeting shall be sent at least 5 days before the date of the meeting.
- ii) Any member desirous of moving any resolution at a meeting of the Board of Studies shall give notice thereof in writing to the Chairperson so as to reach him/ her not less than 4 days before the date of such meeting. Such notice, when received, shall be circulated immediately to the members and shall be included in the agenda of the meeting.
- iii) The Chairperson of the Board of Studies shall preside over the meeting of the Board of Studies. In his/her absence, a member chosen by the members present on the occasion shall function as the Chairperson of the meeting.
- iv) Any matter not included in the agenda, may be considered at a meeting of the Board of Studies with the permission of the Chairperson.
- v) The proceedings of the meetings of the Board of Studies shall be recorded in a Minute Book to be maintained by the Member-Secretary for the purpose after it is approved by the Chairperson of the meeting.

5. POWERS AND DUTIES OF THE DIRECTOR

- i) Director shall be in-charge of the administration of the Institute and shall allocate duties to employees. However, with regard to Academic Staff, he/ she shall allocate duties in consultation with the concerned Head of the Department. He/ she shall, subject to the Rules and the Bye-Laws, exercise such supervision and execute control as may be necessary.
- ii) Director shall exercise the specific powers assigned to him/her in the Bye-Laws and in Appendix-I.
- iii) Without prejudice to the general responsibility and within the limits of his/ her own powers, the Director may delegate his/ her powers for the speedy disposal of the business of the Institute to any of his/ her subordinates. Such delegations should be reported to the Executive Council at its next meeting.
- iv) The Director shall be the Chairperson of the Academic Council and Board of Studies. It will be the duty of the Director to ensure that all meetings of the General Council, Executive Council, Academic Council, Standing Finance Committee and Board of Studies are held every year as stipulated in the Bye Laws of the Institute.
- v) The Director may, if he/she is of the opinion that immediate action is called for on any matter, he/she shall exercise any power conferred upon by any authority of the Institute under its Rules and Regulations, and take such action or proceed to take such action and shall report to the authority concerned on the action taken by him/her on such matters.

Provided further that if any person in the service of the Institute is aggrieved by the said action taken by the Director under the said clause, he/she shall have the right to appeal against such decision of the Director to the Chairperson, Executive Council within 30 days from the date on which such action is communicated to him/her and thereupon the Executive Council shall call the meeting or in a subsequent meeting, may confirm, modify or reverse the action taken by the Director.

- vi) If the Executive Council desires to delegate any power to the Director of the Institute, the Director shall exercise the same, for the period for which the said delegation is being done.
- vii) The Director may enter into agreement, sign documents and authenticate records on behalf of the Institute, as and when required.
- viii) To consider and approve appointment of Visiting Fellows, Visiting Professors, Adjunct Faculty, consultants.
- ix) For personal matters like leave, Annual Performance Appraisal Report etc., the Director will report to the Chairperson, Executive Council.

- x) The Director will report and seek approval from the Chairperson, Executive Council for any other matter not bestowed on him/ her by the bye- laws or Executive Council.
- xi) In the absence of the Director for a period not exceeding 15 days the senior-most Professor on duty will look after the current duties of the Director. For a period exceeding 15 days, the orders of the Chairperson, Executive Council, shall be obtained.

6. RESERVATION POLICY

The Institute shall implement the reservation policy in admission and recruitment and promotion in accordance with any Act of Parliament and orders of Government of India time to time in force.

7. DISPUTE REGARDING MEMBERSHIP

If any question arises, whether any person has been duly nominated or appointed, as or is entitled to be a member of any authority or any committee of the Institute, the matter shall be referred to the President, General Council whose decision thereon shall be final and binding.

8. GRIEVANCE REDRESSAL MECHANISM

For individual grievances and complaint(s), the Institute shall have a Grievances Redressal Mechanism as may be prescribed by the Rules of Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training/ University Grant Commission whichever is applicable.

9. INTERPRETATION OF RULES, REGULATIONS AND CLAUSES

In the event of conflict of opinion with regard to interpretation of Rules and Regulations of the Institute, the opinion of the General Council and Executive Council shall be final.

PART III - SERVICE BYE-LAWS

1. GRADES OF POSTS

The posts under the Institute shall fall into two groups:

A. Those maintained out of the funds of the Institute:

- i) ACADEMIC
 - a) Director
 - b) Professor
 - c) Associate Professor
 - d) Assistant Professor
- ii) NON-ACADEMIC
 - a) All other staff not covered under category (i) above

The non-academic staffs are classified into Group “A”, “B” and “C” as per the Department of Personnel and Training (DOPT), Government of India rules.

B. Those maintained from specific grants made by outside agencies.

2. NATURE OF POSTS

Posts shall be either "permanent", i.e. carrying a definite rate of pay sanctioned without any limit of time, or "temporary", i.e. carrying a definite rate of pay sanctioned for a limited time.

3. CREATION AND ABOLITION OF POSTS

I. Posts shall be divided into three Groups as follows:

- A- Posts having Pay Level 10 and above as per the 7th Central Pay Commission (CPC).
- B- Posts having Pay Level 6-9 as per the 7th CPC
- C- Posts having Pay Level 1-5 as per the 7th CPC

II. i) Posts shall be of the groups specified in Appendix - II.

ii) The Executive Council may direct:

- (a) Creation of any post in the Institute with the approval of the Ministry of Health and Family Welfare, Government of India.
- (b) Abolition of any post.

- III. Ad-hoc posts for specified Research Projects duly sanctioned by the Executive Council may be created by the Chairperson of the Executive Council or Director for periods as under:

Group A Posts:

Chairperson: upto one year at a time subject to report to Executive Council at its next meeting.

Group B, C Posts:

Director: upto six months at a time subject to report to Executive Council at its next meeting.

4. APPOINTING AUTHORITY

Appointment to the post of Director shall be made by the General Council. Appointments to Group A posts shall be made by Executive Council subject to the provisions of Rule 3.2 (iii) of the Rules and Regulations of the Institute. Director, shall, however, issue appointment letters to persons appointed to Group A posts on behalf of the Executive Council. Appointments to Group B and C posts shall be made by the Director.

5. APPOINTMENT OF DIRECTOR

- i) The Director shall be a whole time salaried officer of the Institute and shall be appointed by the General Council on the recommendation of a Search-cum-Selection Committee headed by the Chairperson of the Executive Council.
- ii) The MoHFW will initiate the process of selection including advertisement for the post.
- iii) The composition of the Search-cum-Selection Committee shall be in accordance with the Recruitment Rules for the Director duly approved by the Executive Council and various Notifications/ Orders issued by the Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training from time to time for such posts, the appointment of which falls under the purview of the Appointment committee of the Cabinet.
- iv) The eligibility, term of the posts and other such criteria as well as remunerations and other allowances for the post of Director shall be as per the prevailing Recruitment Rules, formed and revised regularly by the Executive Council.

6. RECRUITMENT

1. All Group A, B and C posts except that of the Director, shall be advertised by the Director in prominent newspapers of the country approved for the purpose and published on the Institute's website. Group C posts may be advertised in local newspapers only. However, these rules are not applicable to ad-hoc posts for Research Projects which may be filled up according to the need of the specific projects.

2. The Committee for selecting the candidates for posts Academic and Non-academic in the various groups shall be comprised as follows:

I. For Group 'A' Posts

(A) For posts on Academic side

(i) For Professors

- (a) Chairperson or his/ her nominee.
- (b) Three Professional Experts from outside the Institute who are not the members of the staff/ General Council/ Executive Council/ Academic Council/ Standing Finance Committee/ Board of Studies of the Institute to be nominated by the Chairperson of the Selection Committee.
- (c) One member of the Executive Council to be nominated by the Chairperson.
- (d) One SC/ST Representative
- (e) Director

(ii) For Associate Professors and Assistant Professors

- (a) Chairperson or his/ her nominee - Chairperson.
- (b) Two Professional Experts from outside the Institute who are not the members of the staff/ General Council/ Executive Council/ Academic Council/ Standing Finance Committee/ Board of Studies of the Institute to be nominated by the Chairperson of the Selection Committee.
- (c) One member of the Executive Council to be nominated by the Chairperson.
- (d) Director.
- (e) Professor of the concerned Department.
- (f) One SC/ST Representative

(B) For all other Non-Academic posts

The selection criteria for non-academic positions shall be governed by the guidelines issued by DoPT time to time.

Group 'A'

- (a) Chairperson or his/ her nominee - Chairperson.
- (b) One member of the Executive Council to be nominated by the Chairperson.

- (c) Director.
- (d) Two members of the staff above the level of the post for which appointment is to be made.
- (e) One SC/ST representative.

II. For all posts in Group 'B'

- (a) Director or his/ her nominee of appropriate status - Chairperson.
- (b) Two members of the staff above the level of the post for which the appointment is to be made to be nominated by the Director of which one should be the officer under whom the post exists.
- (c) One SC/ST Representative.

III. For Group 'C' posts

- (a) Director or his/ her nominee of appropriate status - Chairperson.
- (b) Two members of the staff above the level of the post for which appointment is to be made to be nominated by the Director of which one should be the officer under whom the post exists.
- (c) One SC/ST Representative.

3. The Chairperson of the Selection Committee shall appoint a sub-committee to screen the applications received and select the candidates to be called for interview from among those applying in response to the advertisement. For posts, where suitable candidates are not likely to apply, contact candidates may also be considered in addition to those who apply in response to advertisement.
4. The Selection Committee shall send its report to the Director who shall submit it to the appropriate authority for appointment.
5. The maximum age of a candidate at the time of recruitment to the service of the Institute shall be in accordance with the Recruitment Rules framed by the Executive Council.
6. An officer may be appointed to any post in the Institute on foreign service/ deputation with the approval of the Executive Council or of the appropriate Selection Committee.

7. TENURE

- i) Probation

Except when otherwise provided in the Rules and Regulations or in the special terms of appointment on fixed tenure or contract or deputation, all employees of the Institute shall, on appointment to any service of the Institute, remain on probation for a period of two years which may be extended or reduced by the competent authority.

ii) Termination of services

The appointing authority may, without assigning any reason, terminate the services of any member of the staff:

- (a) Who is continuing on a substantive appointment and has completed his/her period of probation, by giving three months' notice or three months' salary in lieu thereof.
- (b) Who is continuing on an officiating appointment and has completed his/her period of probation by giving a month's notice or a month's salary in lieu thereof, and
- (c) Who is on probation or has completed the specified period of appointment without any notice.

iii) Resignation

A member of the staff who wishes to leave the service of the Institute shall give:

- (a) Three months' notice or three months' pay in lieu thereof if he/ she is on a substantive appointment and has completed his/ her period of probation.
- (b) One month's notice or one month's salary in lieu thereof, if he/ she is on an officiating appointment.

The Director may, in special circumstances, permit an employee to resign from the service of the Institute by notice of less than three months or one month as the case may be and report to the Executive Council at its next meeting.

iv) Retirement

- (a) Except as otherwise provided in the Service Bye-Laws, every employees of the Institute excepting academic staff shall retire from service on the afternoon of the last day of the month in which he/ she attains the age of 60 years. Provided that a non-academic staff whose date of birth is the first of a month shall retire from service on the afternoon of the last day of the preceding month on attaining the age of 60 years.
- (b) Except as otherwise provided in the Service Bye-Laws, every academic staff shall retire on the afternoon of the last day of the month in which he/ she attains the age of 62 years. Provided that an academic staff whose date of birth is the first of a month shall retire from service on the afternoon of the last day of the preceding month on attaining the age of 62 years.
- (c) An employee of the Institute may be asked to retire after attaining the age of 55 years or on completion of 30 years of approved service following the prescribed formalities on giving 3 months' notice without assigning any reason.

- (d) An employee of the Institute may, after attaining the age of 55 years and or completion of 20 years of qualifying service may also voluntarily retire after giving 3 months' notice to the appointing authority.
- (e) The cases of retiring faculty who are willing to continue work beyond 62 years upto 65 years, will be put up to a Review Committee, one year before the date of retirement of the faculty.
- (f) The Committee, based on the credentials of the faculty member and the requirement of the Institute, will review and forward their recommendations to the Director, IIPS, which will then be put up to the Executive Council for its Recommendations and approval.
- (g) The composition of the Review Committee will be the same as that of the Committee for selection of incumbents for the regular post of Professors, IIPS.

8. LEAVE

- i) Employees of the Institute except Faculty members shall be entitled to such leave and leave salary as admissible to the corresponding categories of Central Government servants in the Central Civil Services (Leave) Rules, 1972 as amended from time to time provided that incumbents on deputation to posts at the Institute on foreign service shall be governed by the leave rules as may be stipulated in the conditions of their deputation.
- ii) Faculty members will be governed by the leave rules prescribed by the UGC for Teachers of the University/ Colleges.
- iii) Application for any kind of leave shall be addressed to the Director, who shall, in accordance with the relevant provisions, grant leave to all members of staff. Director will take casual leave himself/ herself and inform the office about it. Other kinds of leave to the Director shall be granted by the Chairperson.
- iv) When the exigencies of the Institute so require, the Director may refuse or revoke leave of any kind. In the case of members of the staff of Group 'A', he/ she shall report such refusal or revocation to the Chairperson for approval. Leave cannot be claimed as a matter of right.

9. FILLING OF LEAVE VACANCIES

- i) Leave vacancies in Group C of duration of one month or more may be filled by temporary recruitment. Leave vacancies of essential services of the Jr. Library Attendant, Sweeper, Watchman and Peon and other so declared by the Executive Council may be filled for a shorter period.
- ii) If a member of the staff is away from duty for a period not exceeding three months, the Director may appoint another member of the staff to officiate in that vacancy.

10. G.P.F. - CUM PENSION - CUM GRATUITY SCHEME

- i) Members of the staff shall be eligible, after satisfactory completion of one year service, to the benefit of G.P.F. - cum - Pension - cum Gratuity rules as enjoined in the C.C.S. (Pension) Rules 1972 and C.P.F. (C S) Rules, as applicable to the Central Government employees as amended from time to time.
- ii) The qualifying service of the employees of the Institute will be counted from the date of introduction of the C.P.F. Scheme in the Institute, i.e., 1-2-1961 and the pension amount will be calculated accordingly.
- iii) Those who have opted for Contributory Provident Fund and Death -cum - Retirement Gratuity Scheme on April 01, 1987 will continue to be governed by the Contributory Provident Fund Rules of Government of India and Death -cum- Retirement Gratuity Scheme as per Institute's Rules.
- iv) G.P.F. - cum Pension - cum - Gratuity Scheme was introduced with effect from April 01, 1987.
- v) New Pension scheme in accordance to Ministry of Finance, Department of Economic Affairs (ECB & PR Division) Notification F.No.5/7/2003-ECB&PR dated 22/12/2003 to the new recruits at the Institute has been introduced w.e.f. January 01, 2004.

11. CONDUCT, DISCIPLINE AND PENALTIES

- i) The Central Civil Services (Conduct) Rules, 1964, shall apply, mutatis mutandis, to the employees of the Institute.
- ii) The appointing authority or any other authority superior to it may impose on an employee of the Institute any of the following penalties for good and sufficient reasons:
 - a) Censure;
 - b) Withholding of increments or promotion;
 - c) Recovery from pay of the whole or part of any pecuniary loss caused to the Institute by negligence or breach of the rules / bye-laws of the Institute on orders or directions of superior authorities;
 - d) Reduction to a lower grade or post or to a lower stage in a time-scale;
 - e) Compulsory retirement; and
 - f) Dismissal from service.

- iii) No order imposing any penalty on an employee shall be passed, except after:
 - a) the employee is informed in writing of the proposal to take action against him/her and of the allegations on which it is proposed to be taken and is given an opportunity to make any representation he/ she may wish to make within a specified time, which shall ordinarily be not less than a fortnight.
 - b) such representation, if any, is taken into consideration by the authority imposing the penalty.
- iv) Provided that, without prejudice to the inquiry, the Director may, excepting in the case of employees holding Group A posts either *sou motu* or if he/ she deems necessary, in consultation with the Chairperson, suspend a person from his/ her post for the period of the enquiry.
- v) In respect of an order of punishment:
 - a) a member of the staff in Group B and C shall have the right to appeal to the Chairperson of the Executive Council; and
 - b) a member of the staff in Group A shall have the right to appeal to the President of General Council.
- vi) The right of appeal shall be exercised within one month of the date on which the punishment is awarded.
- vii) Every appeal shall be submitted to the Director who shall transmit it to the appellate authority with his/ her remark on point of fact.
- viii) The decision of the authority, to whom the appeal is preferred, shall be final.

PART IV: ACADEMIC PROGRAMMES AND ADMISSION

1. ACADEMIC PROGRAMMES AND ADMISSION

- i) Institute conducts various degree programmes as approved by the various statutory bodies of the Institute as well with the approval of the UGC.
- ii) Admission in the entire course will be done on All India level test followed as per laid down rules, regulations and procedure prescribed by the University Grant Commission/ Government of India from time to time, for the Institutes deemed to be university.
- iii) Admission of Non-Resident Indians (NRI)/ Persons of Indian Origin (PIO)/ Foreign Students to the Institute shall be governed as per laid down rules, regulations and procedure prescribed by the University Grant Commission/ Government of India from time to time for the Institutes deemed to be university.
- iv) The institution shall preserve the records of all such admissions at least for five years.
- v) Fee Structure shall be decided by the Respective Committees like Academic Council and Board of Studies, etc. for foreign students, fees will be in accordance with the fee regulations framed by the Government or by the UGC from time to time. The information regarding fees of the courses will be on Institute's website and by way of prospectus.

2. INFRASTRUCTURE AND OTHER FACILITIES

Infrastructure and other facilities required to run the academic programme, as approved by the Government of India, shall be provided by the Ministry of Health and Family Welfare (MoHFW), Government of India (GoI) by considering the UGC notification from time to time.

3. FINANCIAL VIABILITY/ FUNDING

The funds required to run the Institute's activities and all types of required funds for maintenance and development expenditure including salary and non-salary expenditure and future expansion shall be primarily from the MoHFW, GoI and also fulfil all financial criteria which have been mentioned in UGC notification from time to time.

4. MAINTENANCE OF STANDARDS

The Institution shall maintain standards, higher than the minimum, of instruction, academic and physical infrastructure, qualifications of faculty etc., as prescribed for college level institutions by the Commission or by the Statutory/ Regulatory body concerned, such as University Grants Commission (UGC), Medical Council of India (MCI), National Council for Teachers Education (NCTE) etc., and shall obtain their approval for running various programmes of study wherever applicable. This shall be periodically monitored by the duly constituted Committee(s) of the Commission.

5. EXPANSION OF INSTITUTE, REORGANIZATION AND CREATION OF NEW DEPARTMENT

- i) The institute may reorganize the existing Departments, create new Departments as may be necessary in the context of emerging subjects and requirements as per the decisions of the statutory bodies.
- ii) If the Institute wished to start a new Department dealing with a subject which is not in the field of its specialization or in an allied field, it may do so only if that field is covered under the objectives for which the Institute was established, and with the prior approval of the Government of India and the governing bodies of the Institute as prescribed in the Bye-Laws.
- iii) A new Department in the Campus or in the approved off-campus centre shall be established by the Institute only with the prior approval of the Government of India and the governing bodies of the Institute as prescribed in the Bye-Laws.
- iv) An Off-campus centre shall be established by the Institute with the recommendation of the University Grants Commission. The Central Government shall also consider the views of the State/ UT Government concerned where the Off-Campus Centre is proposed to be established.

6. INCLUSION OF OTHER INSTITUTIONS UNDER THE AMBIT OF THE INSTITUTE

- i) On an institution coming under the ambit of this Institute, the Institute shall award degrees only to the students enrolled in the institution after the institution concerned disaffiliated itself from the affiliating university. The students enrolled in such an institution prior to its inclusion under the ambit of the Institute, shall receive their degrees from the university to which the institution was affiliated at the time of their enrolment.
- ii) Once an institution comes under the ambit of this institute, it shall be at par with an off-campus of the Institute, and all articles of these Regulations relating to off-campus of institutions deemed to be universities shall be applicable to it.

- iii) The entire movable and immovable property as well as the existing manpower of the institution and its records (except those pertaining to the students who had already registered till they pass out of the Institution) shall be transferred to the Institute before the notification.
- iv) If an institution, not being under the same registered Society/ Trust, is desirous of coming under the ambit of this Institute, it shall apply to the Society/ Trust and become a part of the Society/Trust, as per procedure of Societies Registration Act or Trust Act, as the case may be. Thereafter, the Society/ Trust shall follow these Regulations to bring it under the ambit of the Institute.

7. JOINT PROGRAMMES

- i) The Institute may conduct joint academic programme(s) with other Universities/ Institutions deemed to be universities in India and abroad with the prior approval of the University Grants Commission as well as other governing bodies of the Institute as given in the Bye Laws. The proposed joint programme(s) shall conform to the Acts and Rules of the Commission that shall apply to such programmes from time to time.
- ii) There shall be sufficient safeguards so as to protect interests of students enrolled in such programmes.
- iii) The joint programmes shall be subjected to mandatory assessment and accreditation.

8. OPEN TO ALL

- i) Admission and employment in this Institute shall be open to all citizens of India regardless of race, religion, caste or creed and the area/ place of residence in India.
- ii) All policies and procedure as applicable to the university level institutions of public and privately funded institutions respectively, shall apply to the appropriate category of the Institute.

9. EXISTING ACADEMIC DEPARTMENTS

The Institute has the following eight academic departments:

- i) Department of Biostatistics and Epidemiology
- ii) Department of Fertility and Social Demography
- iii) Department of Public Health and Mortality Studies

- iv) Department of Migration and Urban Studies
- v) Department of Population and Development
- vi) Department of Family and Generations
- vii) Department of Survey Research and Data Analytics
- viii) Department of Extra Mural Studies and Distance Education (Self Finance)

Each department will have a Head on rotation among professors as per the seniority. The Department of Extra Mural Studies & Distance Education shall be functioning as per the approvals of the respective statutory bodies of the Institute as well as in line with the UGC orders time to time.

10. NEW COURSES

New courses shall be started with the approval of the statutory bodies of the Institute by following strictly the guidelines issued by UGC time to time.

**PART V: CAREER ADVANCEMENT SCHEME (CAS) AND CONSULTANCY
SERVICES FOR ACADEMIC STAFF**

1. CAREER ADVANCEMENT SCHEME (CAS)

The Career Advancement Scheme (CAS) is applicable to the academic staff of the Institute shall be in accordance with the UGC guidelines time to time and as approved by the Executive Council.

2. RULES FOR CONSULTANCY SERVICES

The rules of the consultancy and acceptance of fees for the academic staff shall be as per the administrative orders issued by the Ministry of Health and Family Welfare (MoHFW), Government of India (GoI) from time to time.

3. MISCELLANEOUS

- i) Unless in any case it is provided otherwise, the whole time of an employee shall be at the disposal of the Institute. He may be employed in any manner required by the appropriate authority without claim for additional remuneration.
- ii) The Institute shall observe such holidays as are observed by the Secretariat of the Government of India for its offices located in Mumbai and such other holidays as may be determined by the Executive Council.
- iii) In respect of matters not provided in the Rules and Regulations and the Bye-laws of the Institute, as amended from time to time, the rules applicable to Central Government servants regarding the general conditions of services, pay, allowances including travelling and daily allowances, leave salary, joining time, foreign service terms etc. and orders and decisions issued in this regard by the Central Government from time to time shall apply mutatis mutandis to the employees of the Institute.
- iv) The Executive council may make such variations from the provisions of the bye-laws in the case of special appointments as it may consider necessary.

PART VI: FINANCIAL BYE-LAWS

1. GENERAL PROCEDURE

- i) The Director shall submit the budget estimates of receipts and expenditure for the ensuing financial year to the Standing Finance Committee for obtaining approval of the Executive Council.
- ii) Provided that if, during the course of a financial year, it becomes necessary to meet from the funds of the Institute the cost of any scheme, which has not been included in the annual Budget Estimates of each year, the Director shall obtain the sanction of the Executive Council before taking up the scheme.

2. APPROPRIATIONS

- i) The funds of the Institute shall not be appropriated for expenditure on any item which has not been approved by competent authority under these bye-laws.
- ii) The primary unit of appropriation shall be a major head, which may further be divided into minor heads sub-ordinate thereto. The major and minor heads of accounts shall be such as may be approved for the budget estimates of the year.
- iii) The Director shall sanction all items of expenditure within the approved budget allotment.
- iv) The Chairperson of the Executive Council and the Director may sanction an additional grant not exceeding Rs. 10,000 and Rs. 2,500 respectively for any approved scheme, provided that such grant is not inconsistent with the nature and object of the scheme itself and is also not more than 20% of the cost of the approved scheme.

3. RE-APPROPRIATIONS

- i) The Director shall have the power to re- appropriate funds from one secondary unit of appropriation to another within a primary unit, provided the re-appropriation does not have the effect of increasing the original allotment by more than 10%. For re-appropriation from one grant-in-aid to another grant-in-aid, the Director shall obtain recommendation of the Standing Finance Committee subject to approval of Government of India.
- ii) The Director shall keep a watch over expenditure against the sanctioned grants and in cases where expenditure has exceeded or is likely to exceed the sanctioned grant beyond the prescribed 10% as in clause (i) above, he/ she should refer the matter to the Standing Finance Committee for necessary action.

4. IMPREST AMOUNT

The Director may keep an imprest amount as per the norms of the Government of India.

5. PRIMARY ACCOUNTS

The primary accounts of the Institute will be maintained in the following forms:

- i) The cash book
- ii) Accounts ledger which should inter-alia, show grant-in-aid from Government, contribution from other sources, other receipts such as sales of publication, securities and other capital investments, leave and pensionary contribution and advances, permanent and temporary
- iii) The Receipt Book
- iv) Stock of Cheque Books
- v) Stock of Receipt Books
- vi) Stock of non- expendable articles
- vii) Stock of stationery
- viii) Stock of publications
- ix) Library Accession Register
- x) Miscellaneous stock
- xi) Contributory/ General Provident Fund Account of the employees
- xii) Monthly and annual accounts
- xiii) Other forms prescribed from time to time by the Director.

6. PURCHASE AND EXECUTION OF WORKS

- i) Working stores, tools plants, fittings, and fixtures should be as per the General Financial Rules, 2017 and the Manual for Procurement of Goods, 2017. Spare parts of motor vehicles and other mechanical equipment also may be purchase as per the General Financial Rules, 2017 and the Manual for Procurement of Goods, 2017.
- ii) For items of work connected with construction, repairs and fitting and fixtures, the process will be followed as per the General Financial Rules, 2017 and the Manual on Procurement of works, 2019 and Manual for Procurement of consultancy and other services, 2017.
- iii) Contracts for maintenance of any machinery of the Institute may be made following due procedure in the General Financial Rules, 2017 and Manual for Procurement of Consultancy & other services.
- iv) The Director/ Registrar/ Senior Official as authorized by the Director may approve tenders as per the Delegation of Financial Power Rules (DFPR) based on the administrative orders issued by the Ministry of Health and Family Welfare (MoHFW), Government of India (GoI) from time to time.

7. DISPOSAL OF PROPERTY

The Director shall have the full power to dispose of the surplus stores left over on the termination of a scheme as per the Delegation of Financial Power Rules (DFPR) based on the administrative orders issued by the Ministry of Health and Family Welfare (MoHFW), Government of India (GoI) from time to time.

APPENDIX I: POWERS OF THE DIRECTOR

Sr. No.	Nature of Power	Extent of Power
(1)	(2)	(3)
1	Power to suspend or transfer alien.	Full powers in respect of posts to which he/she is authorized to make appointments.
2	Power to sanction the re-employment of superannuated persons in temporary vacancies.	Full powers in the case of Group B and C employees. Recommendatory Power for Group A Officers, subject to approval of Chairperson, Executive Council.
3	Power to decide whether a particular absence is absence on duty.	Full powers for cases within India.
4	Power to countersign his/ her own travelling allowance bills and those of other employees and official and non-official members of the General Council, Executive Council, Academic Council, Standing Finance Committee, Board of Studies and ad-hoc committees.	Full powers.
5	Power to authorize to travel by air to an officer who is not eligible for such travel.	Full powers.
6	Power to waive proviso (a) Supplementary Rule 209 and to authorize departure from Supplementary Rule 211, regarding combination of holidays with leave.	Full powers.
7	Power to allot residences.	As per the allotment rules framed by the Institute
8	Power to order the retention of undisbursed pay and allowances of establishment for any period but not exceeding three months.	Full powers.

9	Power to order sale, by auction or otherwise, in the interest of the Institute of unserviceable stores or perishable articles.	Full powers.
10	Power to sanction non-recurring contingent charges within budget limits.	Upto the limit of specific budget provisions for such purpose.
11	Power to sanction permanent advances.	Full powers.
12	Power to sanction advances for authorized contingent expenditure.	Full powers.
13	Power to sanction Municipal or Cantonment taxes.	Full powers.
14	Power to purchase within budget limits official and non-official publications required by him/ her or by officers under his/ her control.	Full powers.
15	Power to sanction fixed recurring charges of a contingent character.	Full powers.
16	Power to sanction telephone rents.	Full powers.
17	Power to sanction advance of pay to an employee under transfer.	Full powers.
18	Power to grant advance of travelling allowances to himself/ herself and to other employees.	Full powers.
19	Power to sanction advances for the purchase of conveyance.	Full powers in respect of all employees except himself/ herself.
20	Power to sanction advances/ final withdrawals out of the Contributory/ General Provident fund.	Full powers in respect of all employees except himself/ herself.
21	Power to order destruction of records.	Full powers subject to the conditions laid down in Appendix 13 to the compilation of the General Financial Rules, 1963.

22	Maintenance of Building and Petty Works: (a) Original works and special repairs. (b) Annual repairs	Full powers. Full powers.
23	Power to sanction stipend to trainees and honorarium to guest Assistant Professors.	Full powers at the approved rates and within the specific budget provision.

**APPENDIX-II: SCHEDULE SHOWING POSTS IN THE INTERNATIONAL
INSTITUTE FOR POPULATION SCIENCES**

DESIGNATIONS	PAY BAND AS PER 7TH CPC	SANCTIONED POSTS
Group A Faculty		
Director & Senior Professor	Level 14	1
Professor	Level 14	8
Associate Professor	Level 13 (A)	13
Assistant Professor	Level 10	17
Sub-Total		39
Group A Non-Faculty		
Chief Administrative Officer-cum- Registrar	Level 13	1
Administrative Officer	Level 11	1
Library & Information Officer	Level 11	1
System Manager	Level 11	1
Assistant Finance Officer	Level 10	1
Assistant Registrar (Academic)	Level 10	1
Assistant Registrar (Admin)	Level 10	1
Sub-Total		7
Group B		
Programmer	Level 7	1
Junior Accounts Officer	Level 7	1
Section Officer	Level 7	1
Assistant Library & Information Officer	Level 7	1
Assistant Research Officer	Level 7	1
Hindi Officer	Level 7	1
Data Processing Assistant Group B	Level 7	2
Selection Grade Stenographer	Level 7	1
Hostel Manager	Level 6	1
Senior Library & Information Assistant	Level 6	1
Senior Research Assistant	Level 6	2
Office Superintendent	Level 6	3
Accountant	Level 6	2
Research Assistant	Level 6	6
Sub-Total		24
Group C		
Assistant	Level 5	6

Artist-cum-Photographer	Level 5	1
Supervisor (Technical)	Level 5	1
Hostel Housekeeper	Level 5	1
Stenographer Grade II	Level 5	1
Data Entry Operator Group B	Level 5	2
UDC-cum-Cashier	Level 4	1
Upper Division Clerk	Level 4	9
Stenographer Grade III	Level 4	3
Caretaker	Level 4	2
Driver-cum-Mechanic	Level 4	1
Telephone Operator	Level 2	2
Library Clerk	Level 2	3
Cook Grade I	Level 2	1
Lift Operator-cum-Hostel Attendant	Level 2	1
Lower Division Clerk	Level 2	5
OHP Operator-cum-PA Equipment	Level 2	1
Machine Operator	Level 2	1
Driver	Level 2	3
Xerox Operator	Level 2	1
Gestetnor Operator	Level 2	1
Sub-Total		47
Peon – MTS	Level 1	37
Sub-Total		37
Total		154