

# International Institute for Population Sciences

GOVANDI STATION ROAD, DEONAR, MUMBAI 400088



## Criterion: VI

### 6.2.1 - The Institutional Strategic plan is effectively deployed.

#### Contents

Sr.No.		Page. No.
1	Guidelines of Institute Development Fund	1-2
2	Minutes of the 109th Executive Council Meeting	3-4
3	Guideline of Project Support cell, IIPS	5-10
4	Office Order from MOHFW regarding T&C for the Consultancy services	11-14



## ANNEXURE - VIII

### GUIDELINES FOR INSTITUTE DEVELOPMENT FUND OF IIPS MUMBAI

#### **Background**

International Institute for Population Sciences (IIPS) is a Deemed University and an autonomous organisation under the administrative control of the Ministry of Health and Family Welfare (MoHFW), Government of India. The Institute is funded by MoHFW through Grant in Aid.

The 74<sup>th</sup> meeting of Executive Council, IIPS approved the proposal to create an Institute Development Fund (IDF) with an objective to overcome the shortfall in fund for enhancing the infrastructural facilities as well as to act as a contingency whenever there is a dearth due to non-receipt of grants in time from the Ministry. This fund will be generated through the overhead charges the Institute collect from the research projects undertaken from various Ministries, UNFPA, UNICEF, BMGF and other National and International funding agencies. In addition, the Institute also carry out various training and consultancy programme. In addition, from the approved budget of the funding agencies, if there is provision for Faculty Time Fee or Consultancy Fee, one third is transferred to IDF.

The following revised guidelines will be applicable for the Institute Development Fund of IIPS

#### **A. Objectives of the Fund:**

1. The fund will also help the Institute to serve as contingency fund, which can be advanced whenever there is a monetary dearth due to non-receipt of the grants in time from the ministry. However, on receipt of grants the amount of advance shall be reimbursed to the fund.
2. To facilitate the students and faculty of the Institute for attending various international, national levels seminars, workshops, competitions to develop their academic career and future prospects based on a review system as modified by the Institute time to time
3. To develop the best human resources for teaching and research in the Institute by providing various opportunities for the existing faculty through various exchange programmes.
4. To develop research/teaching networks of Institutions within the country in the areas relevant to the Institute
5. To create research infrastructure.
6. To create and modernize facilities in the Institute.

#### **B. Sources:**

The sources of IDF are:

- a. Training programs, Faculty Development programs, etc.
- b. Projects and consultancy

### **C. Utilization:**

The Institute utilises the IDF on the following items:

1. Construction, Renovation of existing buildings and land scraping.
2. Purchasing of Capital goods, Other Equipment, Books and Journals.
3. Enhancing facilities for students and staff.
4. Establishment & Modernization of computer centre and other related IT facilities
5. Establishment of Short term visiting positions of scholars.
6. Enabling Faculty, Students and Staff to attend various conference, seminars, training programme helpful in enhancing their capacity.
7. To Develop higher level intellectual capacity of the Institute through various innovative mechanisms including developing networks of research/teaching institutions in the country.
8. Any other purpose in the interest of Institute with the approval of the Executive Committee.

Note: The Principal amount of IDF shall be used for non-recurring expenditure only in exceptional cases with the permission of the Chairperson, SFC and recurring expenditure shall be met out only from "interest amount" of the IDF. Unutilised interest amount of a financial year shall be merged with principal amount of the IDF on first April of next financial year.

### **D. Management of IDF**

The interest earned from the IDF to the tune of 30 per cent per annum can be utilised for the purpose as specified in point No. C as per the existing purchase rules as well as other guidelines for each activities as modified time to time. However, utilisation of an amount beyond 30 per cent of the interest earned from the IDF requires prior recommendation of the chairperson of the Standing Finance Committee and approval of the Chairperson of the Executive Council, IIPS.

## MINUTES FOR THE HUNDRED AND NINTH EXECUTIVE COUNCIL MEETING OF THE INTERNATIONAL INSTITUTE FOR POPULATION SCIENCES, MUMBAI

The 109<sup>th</sup> meeting of the Executive Council (EC) of International Institute for Population Sciences (IIPS), Mumbai was held on 18<sup>th</sup> August, 2021 at 4.30 PM through physical and virtual mode at Ministry of Health and Family Welfare (MoHFW), Nirman Bhavan, New Delhi. The meeting was chaired by Shri. Rajesh Bhushan, Secretary to the Government of India, MoHFW and Chairperson, Executive Council, IIPS. The List of participants is at **Annexure – I**.

Smt. Sandhya Krishnamurthy, DG (stat), MoHFW welcomed the Chair and members to the meeting. Shri. Rajesh Bhushan in the introductory remark reiterated that EC may take up agendas and deliberate upon them with a focused mind on the progress of the Institute. After welcome and introductory remarks, the item-wise Agenda were discussed. The agenda of the meeting is provided at **Annexure - II**. The decision taken on the item-wise agenda are as follows:

- a. Item no. 1: The Minutes of the 108<sup>th</sup> Meeting of Executive Council held on 20<sup>th</sup> January, 2021 are confirmed.
- b. Item no. 2: Action taken on the Decisions of the 108<sup>th</sup> Meeting of the Executive Council held on 20<sup>th</sup> January 2021 are discussed in detail and noted. (i) On the appointment of Consultant for internal auditing, the Chairperson suggested to complete the selection process at the earliest. (ii) On the representation by Dr. Sarang Pedgaonkar to consider his MD degree equivalent to Ph.D, it was suggested that the issue may be considered as per the practices followed in MoHFW funded institutions and the file may be put up accordingly for approval. (iii) On expanding collaboration of IIPS with other Institutions, one of the members suggested to consider leading demographic institutions like Centre for Population and Development Studies under the Harvard University which has larger outreach to many Institutions in the world.
- c. Item no. 3: Director & Sr. Professor briefed the need for a reallocation of the members of faculty across Departments of IIPS consequent to the recommendation of the committee constituted to "Restructure the Academic Department and Suggest Improvement in Research/Teaching/Training Quality (Restructuring Committee) at IIPS" and subsequent approval by the Ministry. The recommendations of the Committee included merging of two existing departments viz., (a) Department of Development Studies and (b) Department of Population Policies and Programmes and creation of two additional Departments, viz., (1) Department of Survey Research and Data Analytics and (2) Department of Family and Generations. The Committee also suggested that the minimum number of faculty in a Department may be in line with the UGC recommendation of 1 Professor, 2 Associate Professors and 4 Assistant Professors. In order to achieve this, a re-allocation of the members of existing faculty in different Departments became necessary.

On the clarification sought by the Chairperson on the procedure followed for the reallocation of faculty across Departments, the Director and Sr. Professor mentioned that; first, all the members of faculty were asked to provide their interest to shift to other Departments both



After discussion, EC approved and recommended to place before the General Council the creation of 1 post of Associate Professor and 12 posts of Assistant professor at IIPS with the financial implication to the tune of Rs. 1,64,09,472/- per annum.

- f. **Item no. 6:** Based on the recommendation of the Restructuring Committee, IIPS prepared guidelines for the implementation of the three levels of visiting faculty engagement - Distinguished Visiting Faculty, Visiting Faculty and Short-term Visiting Faculty - with a financial implication of Rs. 14,60,000/- per annum.

The 87<sup>th</sup> meeting of SFC held on 30<sup>th</sup> April, 2021 approved and recommended to place before the EC, three levels of visiting faculty engagements at IIPS and its financial implication to the tune of Rs. 14, 60,000/- per annum which may be met from the Institute Development Fund (IDF).

On the discussion, it was suggested that the Distinguished Visiting Faculty engagement may be extended to those who are currently employed as these are honorary engagement. It was also suggested that as the visiting faculty will be both from India and abroad, IIPS needs to ensure the confidentiality of the data collected by IIPS as per the Government of India norm and rules may be framed accordingly.

The EC approved the guidelines with the suggested modification with a financial implication to the tune of Rs. 14,60,000/- for engaging three levels of visiting faculty (Distinguished Visiting Faculty, Visiting Faculty and Short-term Visiting Faculty) at IIPS. This amount will be met from the Institute Development Fund (IDF). The guideline is provided at **Annexure - V**.

- g. **Item no. 7:** As per the recommendation of the Restructuring Committee, IIPS prepared guidelines for administering Student Exchange Programme at IIPS. The 87<sup>th</sup> meeting of SFC held on 30<sup>th</sup> April, 2021, approved and recommended to place before the EC the financial implication of administering Student Exchange Programme to the tune of Rs. 10,00,000/- per annum.

After discussion, EC approved the implementation of Student Exchange Programme at IIPS with a financial implication to the tune of Rs. 10,00,000/- per annum. The EC also approved the guidelines for the Student Exchange Programme which is provided at **Annexure - VI**.

- h. **Item no. 8:** As per the recommendation of the Restructuring Committee, IIPS prepared guidelines for administering Faculty Exchange Programme at IIPS. The 87<sup>th</sup> meeting of SFC held on 30<sup>th</sup> April, 2021, approved and recommended to place before the EC the





## **International Institute for Population Sciences (IIPS), Mumbai**

### **GUIDELINES FOR THE WORKING OF PROJECT SUPPORT CELL (PSC)**

#### **Background**

The Standing Finance Committee in its 78<sup>th</sup> meeting held on September 28, 2011 and the Executive Council Meeting in its meeting held on December 14, 2011 approved the establishment of Project Support Cell. Based on these, the Institute has established a Project Support Cell. Taking into consideration, the quantum of work and based on the number of projects that are undertaken by the institute, the following guidelines are proposed for the Project Support Cell.

The objective of these guidelines is to maintain proper intact records of the research projects that are undertaken from various funding agencies including internal funding and to manage the funds in one centralized account in order to have proper tracking of all the Statement of Expenditure (SOE) and Utilization Certificate (UC) and Face-Form.

#### **I. General Guidelines:**

1. The Project Support Cell (PSC) examines and process all the administrative and finance related files of the research projects in the Institute awarded through internal and external funds.
2. For the Institute Funded projects, the Academic Council approves the projects funded by the Institute and the copy of the minutes of the Academic Council along with the detailed budget (having line items for a particular financial year) in prescribed format has to be submitted to the Accounts Section for placing the same as a agenda item in the Standing Finance Committee and later on to be placed in the Executive Council meeting. After getting approval of SFC and EC a Sanction Letter for that particular project will be issued by the Head of the Institute or any nominated officials appointed by the Head of the Institute.
3. The Principle Investigator/Project Co-ordinator of all the externally funded projects have to first take administrative approval of the Head of Institute by submitting detail proposal/MoU/agreement/sanction order of the funding agency. A detailed budget duly approved by the Funding Agency should also be submitted for records. The Project Support Cell will be the custodian of all the original proposal/MoU/agreement/sanction order and original detailed budget.

*[Handwritten Signature]*  
15/5/2011





4. All the administrative and account positions that are specified in the budget of the externally funded projects will be filled by the Project Support Cell of the institute. The staff thus appointed will work within the PSC on all the work assigned to them.
5. However, for large projects which by its very nature requiring a separate administrative or accountant personnel, Director may provide special permission for the appointment of staff exclusively for the project.
6. All the appointment of technical staff of the project will be under the purview of the PIs of the project which will be processed by the PSC.
7. In order to carry out the work of the PSC various projects, contract positions of administrative and account will be created based on the need. The salary for these positions will be paid from a Project Pool Account by combining the amount of money available for administrative and accounts personnel in different projects.
8. All the records of the projects will be kept with the PSC and the Cell will facilitate the audit of the records anytime.

## **II. Specific Responsibilities**

### **(a) Administrative**

- (i) Co-ordinate with all the Project Coordinators/Principle Investigators (PI) and maintain records for individual projects (records include MoU, Budgets, Correspondence with the funding agency on administrative and account relating to projects and other important documents related to the projects).
- (ii) Process the appointment of technical support staff in the individual project by
  - (a) Reviewing of budget for the appointment of new staff
  - (b) Advertisement of the Post on website after the approval
  - (c) Issuing Appointment order to the staff appointed and collecting Joining Letter and PAN and Bank Details
  - (d) A Leave Register has to be maintained to record the leaves of temporarily staff and to credit 2 ½ leave in their leave account for every completed month.
  - (e) Reviewing of budget for the extension of the staff and Issuing Extension order.
  - (f) Facilitating relieving of the project staff with proper non-due clearance
  - (g) On request of the staff, issue Experience Certificate on resignation or completion of the term of their respective projects only one time.





- (iii) Maintaining the following register
  - (a) Leave register - Leave records for Temporary Staff
  - (b) Inward Register – Records of Posts/ couriers relating to the Projects
  - (c) Outward Register – Letter issued by Project Support Cell
  - (d) Bank Transfer letters relating to PSC
  - (e) Stock register – Any Stationery or other items purchased by PSC.
  - (f) General Register- Any bills put up from PSC other than those in stock register.
  - (g) Bank Guarantee Register
- (iv) Processing the purchasing stationery and other items for the projects through quotations from Local vendor for other Projects, Short Term Training Programme Cell and Publication cell.
- (v) Vehicle arrangement, Accommodation and Lunch Arrangements, Special Dinner arrangements for Projects, Short Term Training Programme Cell and Publication cell. Request for Quotation, BID, Tender for the same. Putting up bills for approval for payment.

**(a) Accounts Unit**

The roles and responsibilities of the unit will be:

- (i) Maintaining of the centralized bank accounts of all the projects
- (ii) To Prepare bank transfer letters, details to be provided to the Accounts section for TDS on GST and TDS on Income Tax u/s 194 and 192. To maintain accounts in Tally upto finalization with the help of AFO
- (iii) Preparing SoE, UC and Face-form.
- (iv) Documentation for the spot check and micro assessment conducted by any external funding agencies.
- (v) Maintaining of Original Bank Guarantee/ Performance Security of the field agencies with proper maintenance of BG Register.
- (vi) Monitoring of the expenditure of each and every head as compared with the budget amount of the Projects.
- (vii) All Internally funded project must follow mercantile of accounting approval basic system as well as an externally funded project should follow cash basis (payment after purchase) of accounting system.
- (viii) If in case, any staff member and external experts refuses to accept any faculty time or honorarium it will go to Institute Development Fund. If any discrepancy arise in any line item, the fund will be transferred to Project Pool Account.
- (ix) Entry in the tally system must be made when the actual payment release on the particular date.

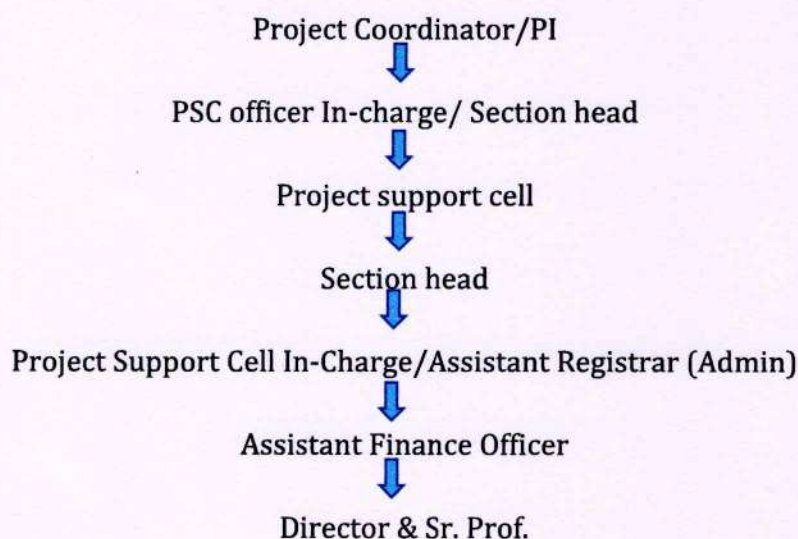




- (x) Before making any expenses, pre-approval should be taken from the Director or PI who appoint for the work.
- (xi) Once the Final budget is approved by the funding agency and by the Competent Authority, then the budget must not be internally change. Incase PI, needs any change in the budget the PI, has to resubmit the budget to Account Section.
- (xii) TA/ DA Bill may be submitted within 60 days as per GOI rule.

### III. Processing of Files

Processing all the e-files related to both administrative and accounts matter. The channel of submission will be



1. The Project Support Cell will be the custodian of all the e-office files approved by the Director & Sr. Professor. If the PI receives approval directly to their e-office account, the copy of the e-office files must be submitted in hard copy to Project Support Cell.
2. As per the Office Memorandum dated 10<sup>th</sup> November, 2020, issued by Director & Sr. Prof. only subject wise e-office file in continuation has to be followed for all the correspondence.

### International Relations Cell (IRC)

The Project Support Cell will also look after the work of the International Relations Cell (IRC).

The main objective of the International Relations Cell (IRC) is to facilitate academic exchange and collaboration between IIPS and foreign Universities, Research Institutions.



This Cell facilitates the foreign students to come to IIPS for various courses including courses offered through distance mode.

This Cell also will look after the academic exchange, collaboration and MoUs with the universities/research institutions within India.

International Relations Cell will not have a separate administrative set up but will work under the PSC. In addition, a member of faculty will be in charge of the Cell for overall supervision and conduct of various activities.

**IRC will have the following specific functions**

1. To review and facilitate all the agreements signed between IIPS and other foreign universities/institutions/agencies.
2. To keep all the records of agreements with foreign universities/institutions/agencies and take initiative to renew them time to time.
3. Facilitate admission of foreign students to full time programmes into IIPS.
4. Facilitate international students seeking admission over distance mode.
5. Prepare brochure for international students to facilitate admission and to pass on necessary information to students seeking admission.
6. Provide information and facilitate international students through the other administrative division of IIPS on extending various facilities during their stay.

*[Handwritten signature]*  
15/5/2021





6.4.1

B.12019/1/2021-Stats(IIPS)/E- 8111034  
Ministry of Health and Family Welfare  
Department of Health and Family Welfare  
(Statistics Division)

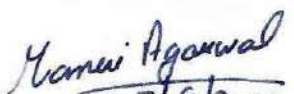
3rd Floor, IRCS Building,  
Red Cross Road, New Delhi-110001  
Dated: 7<sup>th</sup> September, 2022

**OFFICE ORDER**

**Subject: Terms and conditions for the consultancy services (both individual and project) and DFPR-reg**

I am directed to refer to the Ministry's letter of even number dated 11<sup>th</sup> August 2022 enclosing the Minutes of 111<sup>th</sup> EC meeting of IIPS, Mumbai, held on July 20, 2022 and to communicate the terms and conditions for the consultancy services (both individual and project) and DFPR, which are given at **Annexure I & II**.

2. This issues with the approval of the Secretary HFW and Chairman of EC, IIPS, Mumbai.

  
(Manvi Agarwal)  
Dy. Director(Stats)

To

Prof. K.S James  
Director & Sr. Professor, IIPS  
Govandi Station Road, Deonar  
Mumbai-40008

Annexure I**Rules for Consultancy Services:**

The academic staff of the Institute may accept consultancy services by keeping in mind whether the proposed assignment is of interest to the development of the Institute and will not affect the academic staff's regular duties within the Institute. The consultancy services are broadly divided into two categories: (i) Individual consultancy (ii) Project based consultancy.

**i) Individual Consultancy:**

An academic staff may undertake individual consultancy with the approval of the Director of the Institute based on the recommendation of the Head of the Department. The externally funding agency will have direct agreement with the member of the faculty for the individual consultancy and thus the Institute will not have any commitments on the functioning of the work. A faculty member may take up to a maximum of 45 days of individual consultancy per year. This facility may be used as much as possible during the period of vacation, subject to, there being no adverse impact on the functioning of the Institute. If the consultancy services are offered during the period of regular academic year, Earned Leave (EL) in lieu of the period of the consultancy services shall be deducted from the faculty member. The number of days of consultancy, if not specified in the contract, shall be self-declared by faculty. The amount received from the individual consultancy services up to a maximum of one month's Basic salary in a calendar year need not be shared with the Institute. Any consultancy fees received beyond one month's basic salary in a financial year have to be shared by the faculty with the Institute. The academic staffs should deposit 30 per cent of the amount received beyond one month's salary to the Institute from the individual consultancy service. The individual consultancy of Director and Sr. Professor should be reported to the Chairperson of the Executive Council. The payment of the tax on the consultancy fees received by the member of faculty will be the sole responsibility of the member, who is undertaking the assignment.

**ii) Project Based Consultancy:**

The Institute encourages academic staff to engage in externally funded research projects that will enhance the knowledge in population and health areas. Each funding agency normally has its own guidelines for the incurring expenditure towards the projects. The members of faculty are eligible to get consultancy fee from any externally funded research projects with the following terms and conditions:

- a. Consultancy fee is allowed only from those funded projects with specific budget line items on faculty/staff time or similar provision in the budget.
- b. The total amount received from the research project consultancy shall not exceed one month's Basic Pay in a financial year.
- c. If any amount over and above one month's basic pay in the line item on faculty/staff time, the balance amount shall be credited to Institute Development Fund (IDF).
- d. A maximum of five percent of the balance amount, thus, transferred shall be used as staff incentive on yearly basis, which may be distributed to the administrative staff of the Institute for helping in various externally funded research projects. The administrative staff are eligible to get the incentive subject to the maximum of Rs. 10,000 per year based on their involvement in the projects. Such incentive is applicable only for projects other than Government funded projects.

*Annexure I*



Annexure II

**DELEGATION OF FINANCIAL POWERS OF INTERNATIONAL INSTITUTE FOR  
POPULATION SCIENCES, MUMBAI**

Sr. No.	Particulars	Financial Powers
1	Administrative approval & financial sanction for various expenditures like procurement of goods and services in terms of capital and revenue, statutory expenditures, taxes, levies and duties, academic, library & research-related expenditures, retirement benefits expenditures, and miscellaneous expenditures.	Director & Sr. Professor for an amount below Rs.1 Crore. Director & Sr. Professor with the approval of one of the members of the Executive Council for an amount between Rs.1 Crore and 10 Crores.
2	Acceptance of lowest tender after the call of tenders for procurement of goods and services in terms of capital and revenue with or without negotiations.	More than Rs.10 crore with the approval of the chairperson of SFC.
3	Acceptance of single responsive bid against open tender/proprietary item for procurement of goods and services in terms of capital and revenue with or without negotiations.	<i>Note: Any purchase of an item above Rs 50 lakh in a single purchase may be reported to the next SFC/ EC for ratification.</i>
4	Administrative approval & financial sanction for various expenditures like procurement of goods and services in terms of capital and revenue, statutory expenditures, taxes, levies and duties, academic, library & research-related expenditures, retirement benefits expenditures, and miscellaneous expenditures.	CAO/Registrar, IIPS for an amount below Rs.1,00,000/-
5	Acceptance of lowest tender after the call of tenders for procurement of goods and services in terms of capital and revenue with or without negotiations.	
6	Acceptance of single responsive bid against open tender/proprietary item for procurement of goods and services in terms of capital and revenue with or without negotiations.	

*Mamun Agarwal*  
7/5/2022