

**Report of the committee to frame
modalities of selection of student
representatives in IIPS
2019**

Submitted to:

Director, IIPS

Govandi Station Road, Deonar, Mumbai

28th June 2019

28th June 2019

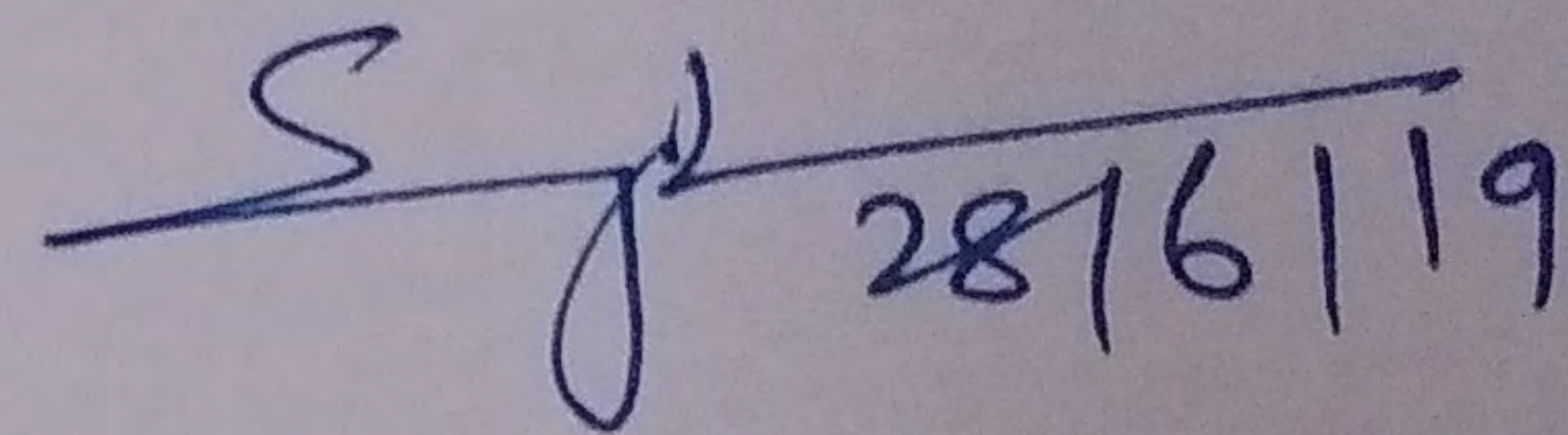
Dear Prof. James,

With reference to the office order No. DIR/OO/977/2019, dated 7th February 2019, it pleases me to submit the final copy of the Report (in triplicate) of the committee constituted by the Director, IIPS to frame modalities of the selection of representatives among students for each year to represent cultural/sports and other activities.

I would like to take this opportunity to place on record my deep sense of appreciation and thanks to all the members of the committee, whose assistance and support considerably facilitated the conclusion of this committee's task.

With regards,

Yours Sincerely

A handwritten signature in blue ink, appearing to be 'S. Unisa', followed by the date '28/6/19' written in the same ink.

(Prof. S. Unisa)

Chairperson of the Committee

Dr K.S.James
Director and Senior Professor
International Institute for Population Sciences
Deonar, Govandi Station Road.
Mumbai 400088

Encl: As Above

The Committee

Prof. Sayeed Unisa -
Dr. Manoj Alagarajan-
Dr. Aparajita Chattopadhyay-
Dr. Manas R. Pradhan-
Dr. Harihar Sahoo-

Chairperson

Member *[Signature]* 28/06/2019
Member *[Signature]* 28/06/19
Member *[Signature]* 28.6.19
Member *[Signature]* 28/6/19

[Signature] 28/6/19

Office order

अन्तर्राष्ट्रीय जनसंख्या
विज्ञान संस्थान
(विश्वविद्यालय समतुल्य)*
राष्ट्रीय एवं अंतर्राष्ट्रीय जनसंख्या, जनसंख्या संरचना का अध्ययन संस्थान
गोवर्द्धन रोड, देहरादून, उत्तरांचल - 400 088, भारत



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

Sr. No.: 18-19 /
**International Institute for
Population Sciences**
(Deemed University) *
An Autonomous Organization of Ministry of Health & Family Welfare, Govt. of India
Govardhan Road, Dehra, Uttarakhand - 400 088, India

प्रोफेसर के. एस. जेम्स / Professor K. S. James

निदेशक एवं वरिष्ठ प्रोफेसर / DIRECTOR & SR. PROFESSOR

No. DIR/00/977/2019

Dated: February 7, 2019

OFFICE ORDER

A Committee has been constituted to consider the selection of representatives among students for each academic year to represent cultural/sports and other activities. The Committee may look into the various ways in which this selection can be carried out by considering the practices in other institutions. The detailed report with modalities of the selection may be spelt out in the report. A discussion with students can also be adopted by the Committee:

Prof. Sayeed Unisa	-	Chairperson
Dr. Manoj Alagarajan	-	Member
Dr. Aparajita Chattopadhyay	-	Member
Dr. Manas R. Pradhan	-	Member
Dr. Harihar Sahoo	-	Member


(Prof. K. S. James)
Director & Sr. Professor

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Report on selection of representatives among students in the Institute

1. Introduction

A committee was duly formed by the Director, IIPS to look into the selection of student representatives for each academic year to represent cultural/sports and other activities in the Institute with vide letter No. Dir/00/977/2019, dated February 7, 2019. The Committee consisting of the following faculty members was entrusted with looking into various ways in which this selection can be carried out by considering practices in other institutions and submit a detailed report stating the modalities of the selection procedure.

2. Methodology/strategies adopted by the committee

With a view to accomplish above the objective, the Committee adopted a democratic method of collecting the data and information as well as the responses from students and faculty members of the Institute. The first meeting of the committee held on 12th February 2019. The members have discussed in detail about the existing student selection procedures in IIPS, in other universities/institutions, and also the guidelines of the Lyngdoh Committee. The committee after discussing different aspects of the selection process decided to meet and discuss with the students (class-wise) to understand their concerns and opinions about the selection procedure. The members were also assigned specific responsibilities starting from organizing meetings with students, taking administrative approvals, preparing a checklist for interaction with students and writing different components of the report after various consultations and interactions with the students.

3. Interaction with students:

As per the decision of the first meeting, a detailed checklist/guideline was developed for the interaction with the students. The committee members interacted around one hour with each class in five batches in the Computer center on 14th Feb, 2019. The checklist prepared for the interaction is provided in Appendix-1 of this report. The number of students from all courses (MPS, MA/MSc, MBD, M Phil, PhD) participated in the meeting are as follows:

Table 1: Class-wise Distribution of Students participated in the Meeting

Class	Number of students
MBD& M.Sc/MA 1st year	16
MBD & M.Sc/MA 2nd year	23
MPS	30
M .Phil	23
PhD	27

In the Institute, at present system of the student representative is prevailing. However, students have mentioned that it is very informal and held in one day. Hence a formal method is required. When students were asked whether they need an election or selection process, except MA/MSc II- year batch, all other batches expressed their views in favour of selection. They opined that, election, in an institute with a few hundred students are not required. Election requires logistic arrangement and it sometimes disturbs the academic environment. However, students have also suggested that the process of selection should be based on a close ballot system. They have also suggested having a council. The list of students who participated in the interaction is given in Appendix-2.

4. Follow-up Meetings of the Committee

After the interaction with the students, The Committee further met on 18th February 2019 and 28th March 2019 and discussed the emerging issues from the interaction with the students. The committee members also discussed the issue of selection of student representatives in the faculty meeting dated 28th March 2019. Furthermore, the Committee has also examined the representation made by the student's groups to the Director about the election in the Institute.

The Committee has also examined the various election process in the universities also reviewed the analysis presented on the views of different stockholders in the Lyngdoh Committee report. The Committee members have noticed that there are two methods of election or selection of office bearers in the universities. One is based on separate office bearer selection by the direct method. On the other hand, in the indirect method, students

elect or select their representatives and among them office bearers were selected. Two methods namely direct and indirect have their own merits and demerits. In organizations with only one campus, students can be selected by both the procedures. However, committee members after listening to concerns of students realized that indirect method of selection of office bearers will be better as the process of selection will be within one month of admission and all three courses students (MSC/MA, MBD, MPS) will be new in the campus and they will not be able to select the candidates directly. Moreover, in the state of Maharashtra according to University Act of 1994(40), there is no election in the universities but the selection of the students is prevailing. Although IIPS is autonomous institution under the Ministry of Health and Family Welfare, and being in Maharashtra it should follow the indirect method of selection of students' office bearer by forming student council first and then out of Council student office bearers may be selected. In this system of selection, students directly elect the council members in the class and they in turn shall elect the office bearers of the IIPS student representative.

The recommendation this Committee, therefore, may be categorized under the following heads:

1. The Need for Student Bodies
2. The Processes of Selection of Student Council Members and Office Bearers
3. Frequency and Duration of Selection Process
4. Eligibility for Nomination
5. Disqualifications of Council Members
6. Functions of Student Council and Office Bearers

5. Recommendations of the committee:

5.1. The Need for Student Bodies

There is a need to have a structured process of the selection of the student body. The student body will represent the issues and concerns to the administrator. The Committee decided to propose a student body by a process that has a democratic representation through an effective mechanism that would ensure the voicing of grievances and the general welfare of the student populace.

5.2. The Processes of Selection of Student Council Members and Office Bearers

The student representative body will be selected from regular students who are enrolled in different regular courses of the institute (Fulltime). No faculty member, nor any member of the administration shall be permitted to hold any post on the executive of such representative body, nor shall be allowed to be a member of any such representative body. During the period of the selections no person, who is not a fulltime student of this Institute, shall not be permitted to take part in the selection process in any capacity. Any person or candidate, violating this rule shall be subject to disciplinary proceedings, in addition to the candidature, as the case may be, being revoked.

Council member: A student council member will be formed by the selection of candidates within the class. The activity of selection will be through a secret ballot in the classroom. The nomination form (Appendix 3) will be submitted to the Academic section. Any staff of the academic section deputed by the Director along with Course Coordinators will scrutinize the nomination form along with other documents/records i.e. age, character certificate of students'. From each master's course, maximum one student (if two years course then two students) and from PhD full-time research scholars, 2 can be selected (through the ballot or own method of selection in class) for constituting the council. So there would be 8 members' council:

Table 2: Course –Wise Distribution of Council Members

Class	Number of representatives
MBD 1 st year	1
MBD 2 nd year	1
MA/MSc 1 st year	1
MA/MSc 2 nd year	1
MPS	1
M .Phil	1
PhD	2
Total	8

Council will be the supreme authority of the student representative body and shall carry on the activities of the student representative body in accordance with this prescribed rule of the Institute.

Office Bearer: Each selected council member will submit his/her bio-sketch (max 500 words) to the academic section within two days of his/her selection, which will be displayed on the notice board. After selecting the 8-member council, the following 5 office bearers will be selected from the 8-member council, by casting a vote. Director and Hostel Warden will supervise the process. The process should be held within a week of the selection of the council members. Process of selection will happen every year, and new candidates will be selected for all the posts.

Table 3: Office Bearers of students

Office bearers	Number
General Secretary	1
Cultural Secretary	1
Sports Secretary	1
Medical Secretary	1
Welfare Secretary	1
TOTAL	5

Ex-office (i.e. the ex-general secretary of the previous year if he/she is enrolled as full-time student in the institute as per the norms mentioned in the “process of selection of representatives”) will guide office bearer in different activities. However, he/she would not have any voting right on any of the Institutes approved activities of the council or Student Representative Body. These selected members will actively take part in organizing events of the Institute, abiding by Institute’s rules and regulations. The office bearers can form temporary sub-committees/volunteers with approval of the Council to conduct its activities.

5.3. Frequency and Duration of Selection Process

The selections of the Council members would be held on yearly basis and that the same should be held between 4 weeks from the date of commencement of the academic session. As

per the Lyngdoh Committee recommendation, the constituted committee agreed that the entire process of selection of Council members, commencing from the date of the filing of nomination form to the time of declaration of results of Council members, should not exceed 10 days.

5.4. Eligibility for nomination of council members

- a) The candidate shall be a regular, full-time student of the Institute.
- b) The maximum age limit of the nominee is 32 years.
- c) The 2nd year students of MA/MSc and MBD must have 75% attendance in the I- year.
- d) The candidates shall have only one opportunity to contest for the council, i.e. candidates who have not served the institute as a council member/secretary are eligible.
- e) The candidate shall not have a previous criminal record, that is to say he/she shall not have been tried and/or convicted of any criminal offence or misdemeanour.
- f) The candidate shall also not have been subjected to any disciplinary action by IIPS authorities.
- g) Candidate should not have any academic backlog (arrears) in terms of an essential repeat in the last examinations.
- h) Cheating in examinations should strictly be taken under consideration to disallow such students for contesting students' selections.

5.5. Disqualifications of Council Members

- a) In the case of PhD students, if he/she has completed more than 5 years or have submitted his/her synopsis.
- b) He/she has been convicted of a criminal offence, moral turpitude, or he/she has been punished, warned officially in writing by the Institute for an act which is coercive or derogatory in nature and constitutes a threat to life and property.
- c) He/she has been found guilty of and punished for the use of unfair means in any examination, official events/representations of the Institute.

It should be noted that mere verbal advice given for a student will not be deemed for the disqualification.

5.6. Functions of Student Council and Office Bearers

Students are encouraged to play an active role in decision-making processes at the International Institute for Population Sciences. The Director of the Institute shall be the Patron of the student representative body. The Patron shall take all necessary steps to ensure that the council functions in accordance with this prescribed rule of the institute.

Student council generally has the primary role of liaising with Director, faculty, staff and students at the IIPS as a way of enhancing communication and student involvement in decision-making processes. Student representatives may also call student meetings/forums with prior approval from the Director, to receive and channel student perspectives through the appropriate decision-making channels at IIPS. Students representatives may consult previous year's council members to understand the modalities of the functioning of the council members. Student council should meet at least once in a month to discuss and plan future activities. Proceeding of all the meeting held by student council and minutes may be recorded by council members and followed it up in the next meeting.

Student representative body is responsible for coordinating social events for IIPS students. The selected student representative body would organize activities assigned by the institute/director namely:

- Trips and tours to places of importance.
- Foundation Day
- Sports activities
- New Year programme
- Students farewell functions
- Food festival
- Social Service Activities or any other activity suggested by the Director.

The office bearers will initiate all the activities of the institute through the council and with the help of sub-committees. Office bearers and council members should consult, discuss, and take approval with/from the respective faculty coordinators (Cultural, Sports etc.), and Director before organizing events sponsored/approved by the Institute. In the absence of any

Secretary, all other Secretaries of the student representative body will perform assigned functions.

Accounts section should share the previous year's expenditure and the approved annual budget to the respective faculty coordinators at the beginning of the academic session. Any fraudulence/unlawful action in the spending of sanctioned budget or activities observed by the faculty coordinator, warden and Director, is punishable.

Director/Institute reserves all the rights to have a correction in rules and regulation, selection process, the functioning of the student representative body, this includes council and the office bearers and the sanctioned budget. Director/Institute reserves all the rights to cancel the student representative body or keep the student representative body in a suspended animation at any time. The Director/Institute reserves the right to review the rules and regulation, the functioning of the student representative body, functioning of council and office bearers every two years.

Appendix-1

Checklist for interaction with students

Do you think **there should be election of student representatives**?

If, yes- what do you think is the **ideal system**? (Probe: nomination, class representative/parliamentary system, direct election/presidential system, mixed system)

In your view what should be **ideal composition** of students' union?

In your opinion what should be **the functions of** the students' union?

What should be the **eligibility criteria** for the candidates? (Probe: age, gender, % of marks, % of attendance, any other socio-economic or regional criteria)

What is the **number of chances** to be given to a contestant?

What **strategy should be adopted for casting votes**? (Probe: secret ballot, voice vote etc.)

What is the **ideal duration & time session** for conducting students' elections?

What do you think about **campaigning**?

What is the ideal procedure for **funding** such election? (Probe: who should fund)

What about your views on **code of conduct for candidates** and elections administrators?

Who is the **ideal person** to address any concern related to conduct of election?

Appendix 2:

List of students participated in the interaction meeting

Attendance sheet of students who participated in the interaction meeting on election of student representatives on 14/02/19

SLN.	Class/Course	Student name	Student signature	Remark if (any)
1.	MA/M-Sc 1 st yr	SHRIYA BAJAJ		
2.	"	Sebang Dya		
3.	"	VIVEKANANDA		
4.	"	Kalita Khatun		
5.	"	Solva Mahato		
6.	M.B.D 1 st year	Arosh. Hazale		
7.	M.B.D 1 st year	Shamir Khatun		
8.	M.B.D 1 st year	Shivkumar Khelanga		
9.	M.B.D 1 st year	Raza Mohammad		
10.	M.B.D 1 st year	SIVANGI		
11.	MA/MSc 1 st year	Dewanshi		
12.	MA/MSc 1 st year	Dakshina Ram		
13.	MA/MSc 1 st year	VEERT LAKSHMI		
14.	M.B.D 1 st year	SWASTHA KUMAR		
15.	M.B.D 1 st year	Anup Kumar		
16.	M.B.D 1 st year	Met Sayan Alam		
17.	MA/M-Sc 1 st year			
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Attendance sheet of students who participated in the interaction meeting on election of student representatives on 14/02/13

SLN.	Class/Course	Student name	Student signature	Remark if (any)
1.	M.B.D. II nd	Karale	Karale	
2.	MA - 2 nd	Nandlal	(Nandlal)	
3.	M.F. - 2 nd	B.K. Karm	B.K. Karm	
4.	MA - II	Vaidyanath	Vaidyanath	
5.	MA - II	Rachipare	Rachipare	
5.	M.B.D. II	Rashid	Rashid	
7.	M.B.D. II	Het D. Sakh	Het D. Sakh	
8.	M.B.D. II	Bajal Thool	Bajal Thool	
9.	M.B.D. II	Bhaskar	Bhaskar	
10.	M.B.D. II nd	Shashik Shukla	Shashik Shukla	
11.	MA/MSc - 2 nd	Rohit K. Ch	Rohit K. Ch	
12.	M.B.D. 2 nd	Kishore K	Kishore K	
13.	MA II	Vammatkar	Vammatkar	
14.	MA/MSc. II nd	Ramita Jaiswal	Ramita Jaiswal	
15.	M.B.D. - I	Shamshad Ahmad	Shamshad Ahmad	
16.	MA/MSc. 2 nd	Sumit Chavla	Sumit Chavla	
17.	M.B.D. II	Soumit Singh	Soumit Singh	
18.	MA/MSc - II	Ruchana R. Maw	Ruchana R. Maw	
19.	M.B.D. II	Pratiksha S.	Pratiksha S.	
20.	MA/MSc. II	Garika	Garika	
21.	M.B.D. - I	Mahesh Pandey	Mahesh Pandey	
22.	M.B.D. - II	Vaid	Vaid	
23.	M.B.D. - II	Purnabhi	Purnabhi	
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Attendance sheet of students who participated in the interaction meeting on election of student representatives on 14/02/19

SLN.	Class/Course	Student name	Student signature	Remark if (any)
1.	MPS	Aditi Chakraborty	Aditi Chakraborty	
2.	MPS	Nitesh J. Yadav	Nitesh J. Yadav	
3.	MPS	Nawab Saad	Nawab Saad	
4.	MPS	Astapati Haryan	Astapati Haryan	
5.	MPS	Mangalika Karm	Mangalika Karm	
6.	MPS	Jyoti Ghosh	Jyoti Ghosh	
7.	MPS	PARUL HOSSAIN	PARUL HOSSAIN	
8.	MPS	MOSLEM HASAN	MOSLEM HASAN	
9.	MPS	Pooja Bora	Pooja Bora	
10.	II	K. Divyanshu	K. Divyanshu	
11.	MPS	Jiten Das	Jiten Das	
12.	MPS	Prasanna Kumar	Prasanna Kumar	
13.	MPS	Nishu Kumar	Nishu Kumar	
14.	MPS	Rajni Kumar	Rajni Kumar	
15.	MPS	Smita Das	Smita Das	
16.	MPS	Munika	Munika	
17.	MPS	Ashwini	Ashwini	
18.	MPS	Pinki Datta	Pinki Datta	
19.	MPS	Minhaz Islam	Minhaz Islam	
20.	MPS	Rajni Kumar	Rajni Kumar	
21.	MPS	Anu Singh	Anu Singh	
22.	MPS	Rishi Kumar	Rishi Kumar	
23.	MPS	Mahesh	Mahesh	
24.	MPS	Kunal Das	Kunal Das	
25.	MPS	VISHNU EK	VISHNU EK	
26.	MPS	Ananta Kumar	Ananta Kumar	
27.	MPS	Gita Naik	Gita Naik	
28.	MPS	Ravi Kumar	Ravi Kumar	
29.	MPS	Aniya Shukla	Aniya Shukla	
30.	MPS	Aditi Kumar	Aditi Kumar	
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Attendance sheet of students who participated in the interaction meeting on election of student representatives on 14/02/19

S.N.	Class/Course	Student name	Student signature	Remark if (any)
1.	M.Phil	Anjali Udale	Anjali Udale	
2.	M.Phil	Pavankumar Yadav	Pavankumar	
3.	M.Phil	Tanvi Kulkarni	Tanvi	
4.	M.Phil	Shubhjit Shaw	Shubhjit	
5.	M.Phil	Shubhjit Sawant	Shubhjit	
6.	M.Phil	Rushabh Khule	Rushabh	
7.	M.Phil	Aditi	Aditi	
8.	M.Phil	Lakshmi	Lakshmi	
9.	M.Phil	ANNA	ANNA	
10.	M.Phil	Arpita Mehta	Arpita	
11.	M.Phil	Priya Mehta	Priya	
12.	M.Phil	Himani Sharma	Himani	
13.	M.Phil	Ar. Vignya Gupta	Ar. Vignya	
14.	M.Phil	Shruti Chavhan	Shruti Chavhan	
15.	M.Phil	Prashant Kulkarni	Prashant	
16.	M.Phil	Ram Kulkarni	Ram	
17.	M.Phil	Dhruv Kulkarni	Dhruv	
18.	M.Phil	Lakshmi	Lakshmi	
19.	M.Phil	Pooja Kulkarni	Pooja	
20.	M.Phil	Prashant Kulkarni	Prashant	
21.	M.Phil	Prashant Kulkarni	Prashant	
22.	M.Phil	Pooja	Pooja	
23.	M.Phil	W. Brijendra Mehta	W. Brijendra	
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Attendance sheet of students who participated in the interaction meeting on election of student representatives on 14/02/19

SLN.	Class/Course	Student name	Student signature	Remark if (any)
1.	Ph.D.	Srinivas Mutha	Srinivas	
2.	Ph.D.	Ganga Venkatesh	Ganga	
3.	Ph.D.	NELSON SON	Nelson	
4.	Ph.D.	GUBILHAN Kanna	Kanna	
5.	Ph.D.	Srinatha Reddy	Srinatha	
6.	Ph.D.	Karesh Siddharth	Karesh	
7.	Ph.D.	Rakul B.	Rakul	
8.	Ph.D.	Adarsh Banerjee	Adarsh	
9.	Ph.D.	Madhava Kumar	Madhava	
10.	Ph.D.	Pranay S.	Pranay	
11.	Ph.D.	Mohd Usman	Mohd	
12.	Ph.D.	Tejal Lakhan	Tejal	
13.	Ph.D.	Sayan Ram	Sayan	
14.	Ph.D.	Gidula Anwar	Gidula	
15.	Ph.D.	Shivaji Ray	Shivaji	
16.	Ph.D.	Pranav Kulkarni	Pranav	
17.	Ph.D.	Parul Puri	Parul	
18.	Ph.D.	Radhika Jayam	Radhika	
19.	Ph.D.	P. K. Madhu	P. K. Madhu	
20.	Ph.D.	Shraddha Nayak	Shraddha	
21.	Ph.D.	Smita Reddy	Smita	
22.	Ph.D.	Srinidhi Banerjee	Srinidhi	
23.	Ph.D.	Samay	Samay	
24.	Ph.D.	Adarsh	Adarsh	
25.	Ph.D.	Anand Singh	Anand	
26.	Ph.D.	Nutan	Nutan	
27.	Ph.D.	Koushik	Koushik	
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14/2/19

14/2/19

Appendix 3
Nomination form
Students Council, International Institute for Population Sciences, Mumbai, 2019-20
(to be filled by the Candidate)

Recent
photo

1	Name of the Candidate	
2	a) Name of the Programme	
	b) Year	I / II / III / IV / V
	c) Institute Identity Card/Admission Registration Number	
3	Age (as on nomination day) and Date of Birth	-----Years .../.../..... (DD/MM/YY)
4	Gender	Male/Female
5	Present Address	
6	Permanent Address	
7	Contact Number	
8	E. Mail ID	
9	Name and address of the parents with mobile numbers	
10	Any backlog in I-year (For 2 nd year students of MA/MSc and MBD)	Yes/No
11	Have you \geq 75% attendance in I-year (For 2 nd year students of MA/MSc and MBD)	Yes/No

12	Did you hold any position of Office Bearers of Student Council/representative at any time in IIPS?	Yes/No
13	Have you ever been subjected to any disciplinary action by IIPS?	Yes/No
14	Have you ever been penalized for cheating in examination?	Yes/No
15	Have you ever been found guilty/convicted/charged with criminal offence/received arrest warrant?	Yes/No
16	Have you ever been a:	School/college head boy/girl: Yes/No Class representative: Yes/No School/college representative: Yes/No
17	Have you ever been a representative in students' union in your last degree course/academic course (excluding IIPS)?	Yes/No
18	Have you ever been involved in organizing/managing/supervising/leading any of the given activities? (attach certificate)	Sports Yes/No Excursion: Yes/No Cultural activities: Yes/No Social service: Yes/No
19	Degree/diploma/award/authorized examination certificate in any Extracurricular activities. (attach certificate)	Yes/No Extracurricular activities.....
20.	Any other information which you feel important to mention:

Undertaking

I, Mr/Ms.....hereby declare that the information given above by me is true. I have read both the selection Rules and Regulation and the Constitution of IIPS thoroughly and that I promise to defend the integrity of IIPS.

Signature of the Candidate (Mob no:.....)

Note: Enclose the followings:

1. Copy of Institute Identity Card/Admission Registration Number
2. Age Proof
3. Required certificates mentioned in the form