

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

Sl. No.	Details	
1	The Code of Conduct is displayed on the website https://iipsindia.ac.in/sites/default/files/other_files/ByeLaws.pdf (Refer to Page Nos. 23 & 23)	Yes
2	There is a Committee to monitor adherence to the Code of Conduct	No
3	Institution organizes professional ethics programmes for students, teachers, administrators and other staff Students Research Ethics Committee https://iipsindia.ac.in/content/students-research-ethics-committee IRB: Institutional Review Board (For ethical clearance of the projects) https://iipsindia.ac.in/content/institutional-review-board Minutes of IRB Meeting: https://iipsindia.ac.in/node/4867	Yes
4	Annual awareness programmes on the Code of Conduct are organized	Yes

BYE-LAWS



(विश्वविद्यालय समतुल्य)



(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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**INTERNATIONAL INSTITUTE FOR POPULATION SCIENCES
MUMBAI
BYE-LAWS**

PART I – GENERAL BYE-LAW	1
1. SHORT TITLE AND COMMENCEMENT.....	1
2. DEFINITIONS	1
PART II - BYE LAWS FOR CONDUCT OF BUSINESS.....	4
1. MEETING OF THE EXECUTIVE COUNCIL	4
2. ACADEMIC COUNCIL.....	5
3. STANDING FINANCE COMMITTEE	6
4. MEETING OF THE BOARD OF STUDIES	7
5. POWERS AND DUTIES OF THE DIRECTOR.....	8
6. RESERVATION POLICY.....	9
7. DISPUTE REGARDING MEMBERSHIP	9
8. GRIEVANCE REDRESSAL MECHANISM	9
9. INTERPRETATION OF RULES, REGULATIONS AND CLAUSES.....	10
PART III - SERVICE BYE-LAWS.....	11
1. GRADES OF POSTS.....	11
2. NATURE OF POSTS	11
3. CREATION AND ABOLITION OF POSTS	11
4. APPOINTING AUTHORITY.....	12
5. APPOINTMENT OF DIRECTOR.....	12
6. RECRUITMENT	13
7. TENURE.....	15
8. LEAVE.....	17
9. FILLING OF LEAVE VACANCIES	18
10. G.P.F. - CUM PENSION - CUM GRATUITY SCHEME	18
11. CONDUCT, DISCIPLINE AND PENALTIES	19
PART IV: ACADEMIC PROGRAMMES AND ADMISSION.....	21
1. ACADEMIC PROGRAMMES AND ADMISSION.....	21
2. INFRASTRUCTURE AND OTHER FACILITIES	21
3. FINANCIAL VIABILITY/ FUNDING	22
4. MAINTENANCE OF STANDARDS	22
5. EXPANSION OF INSTITUTE, REORGANIZATION AND CREATION OF NEW DEPARTMENT	22
6. INCLUSION OF OTHER INSTITUTIONS UNDER THE AMBIT OF THE INSTITUTE	23
7. JOINT PROGRAMMES.....	24

8. OPEN TO ALL	24
9. EXISTING ACADEMIC DEPARTMENTS	24
10. NEW COURSES.....	25
PART V: CAREER ADVANCMENT SCHEME (CAS) AND CONSULTANCY SERVICES FOR ACADEMIC STAFF	
1. CAREER ADVANCEMENT SCHEME (CAS).....	26
2. RULES FOR CONSULTANCY SERVICES.....	26
3. MISCELLANEOUS	26
PART VI: FINANCIAL BYE-LAWS.....	
1. GENERAL PROCEDURE	27
2. APPROPRIATIONS	27
3. RE-APPROPRIATIONS.....	27
4. IMPREST AMOUNT	28
5. PRIMARY ACCOUNTS.....	28
6. PURCHASE AND EXECUTION OF WORKS	29
7. DISPOSAL OF PROPERTY	29
APPENDIX I: POWERS OF THE DIRECTOR	
APPENDIX-II: SCHEDULE SHOWING POSTS IN THE INTERNATIONAL INSTITUTE FOR POPULATION SCIENCES	
	33

**INTERNATIONAL INSTITUTE FOR POPULATION SCIENCES
MUMBAI**

BYE-LAWS

In exercise of the powers conferred by Rule 6.5 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 8, 9 and 10 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 11, 12 and 13 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 6.3 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

- i) 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.
- ii) 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.
- iii) 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.
 - iv) The Selection Committee shall send its report to the Director who shall submit it to the appropriate authority for appointment.
 - v) 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.
 - vi) 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

	Nature of Power	Extent of Power
(1)	(2)	(3)
1	Power to suspend or transfer a lien.	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	SANCTION ED 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
Gestetner Operator	Level 2	1
Sub-Total		47
Peon – MTS	Level 1	37
Sub-Total		37
Total		154

Circular

Students Research Ethics Committee (IIPS-SREC)

IIPS Students Research Ethics Committee has been formulated to review the research proposals submitted by the students for compliance of ethical norms. The Committee decided to adopt following steps and guidelines:

- 1) The proposals using secondary data will not require clearance from IIPS Students Research Ethics Committee.
- 2) All proposals based on primary data will require the clearance from Student Research Ethical Committee before proceeding for data collection.
- 3) Applicants should submit filled in IRB application with proposal and other necessary documents to the Convener, IRB.
- 4) PhD proposals collecting primary data on the issues such as abortion, infertility, domestic violence, anthropometric measurements, nutrition, HIV/AIDS, sexual behavior, mental health, public health/epidemiological studies, institution/hospital based studies will be considered '**Sensitive**'.
- 5) Concept committee may mark Proposals dealing with Primary Data as '**Primary but Not Sensitive**' or '**Primary and Sensitive**' and refer the same for review and approval to the Student Research Ethical Committee.
- 6) Students submitting proposals with collection of primary data/proposals marked as '**Primary but Not Sensitive**' or '**Primary and Sensitive**' by the Concept Committee, are required to complete the prescribed application format for Ethical Review along with the enclosures i.e. final proposal, informed consent forms, questionnaires, rapporteur's report and initial communication with the concerned institutions.
- 7) Proposals marked as '**Primary and Sensitive**' will also be required to make a presentation in front of the Committee Members.
- 8) Student Research Ethics Committee will provide suggestions for modifications of the proposal as required.
- 9) Applicants need to submit revised application, if required with revised proposal and other related documents (three copies).
- 10) Student Research Ethics Committee will provide approval after submission of modified proposals and documents.

Prof. P. Arokiasamy
Chairperson

Dr. Dipti Govil
Convener

Date: 6/5/2015

Circular

Students Research Ethics Committee

All Students submitting application to SREC must follow the standard format of Informed Consent (IC). It should follow the suggested sequence:

- 1) IC should contain introduction/background about the study and the researcher.
- 2) Risk and Benefit of the study should be clearly mentioned.
- 3) Confidentiality and privacy clause should be mentioned.
- 4) IC should clearly state voluntary choice for withdrawal by the respondent.
- 5) IC should state that study is purely for research purpose.
- 6) The consent should adopt the following options:
 - i). Consent with signature
 - ii). Consent without signature
 - iii). Refusal

Language of consent form should be clear and verified by the Research Guide.

Prof. P. Arokiasamy
Chairperson

Dr. Dipti Govil
Convener

INTERNATIONAL INSTITUTE FOR POPULATION SCIENCES
(Deemed University)
Govandi Station Road, Deonar Mumbai

**SUMMARY SHEET TO BE TYPED BY RESEARCH SCHOLAR FOR THE ETHICAL
CLEARANCE**

Students are required to complete the following summary sheet and submit it to the Convener of Student Research Ethics Committee. Ethics Committee will examine methodological, technical and ethical soundness of the proposal.

1. PhD / M.Phil.:	
2. Full Name of Research Scholar:	
3. Academic & professional qualification:	
4. Thesis/Dissertation Title:	
5. Personal Particulars	
a. Current Address:	
b. Permanent Address:	
c. Email:	
d. Mobile Number:	
6. Guide	
a. Name:	
b. Contact Details:	
c. Department:	
7. Advisory Committee Member	Advisory Committee Member
a. Name:	a. Name:
b. Department:	b. Department:

8. **Abstract of the proposal:** *(include at least 3 references to recent literature)*

Introduction, review of literature, aim(s) & objectives, justification for study, methodology describing the potential risks & benefits, outcome measures, statistical analysis and whether it is of national significance with rationale (maximum 500 words)

9. Research objectives:

The objectives of the research are:

10. Research Design:

Population; sample & sampling technique; inclusion or exclusion criteria (if applicable); withdrawal or discontinuation criteria (if applicable) Research design, activity timeline, research instrument (self/adapted/existing); data collection process; data analysis method; ethical concerns with reference to respondents, institution as person, researcher, specific to study field. Procedures followed to protect participants from physical and or emotional harm (if applicable)

11. Measurable (expected) Indicators:		
12. How should this study be characterized? (please tick all appropriate boxes.)		
a. Personal and social information collected directly from participants	Yes	No
b. Participants to undergo physical health examination	Yes	No
c. Participants to undergo psychometric testing	Yes	No
d. Identifiable information to be collected about people from available records (e.g. medical records, staff records, student records, etc.)	Yes	No
e. Participants to undergo biomarker testing / Anthropometric measurement	Yes	No
If yes, which tests will be covered and rational: <div style="margin-left: 40px;">Equipments:</div> <div style="margin-left: 40px;">Protocols:</div> 		
f. Are you aware if this study/similar study is being done elsewhere or done by other student?	Yes	No
If Yes, write details		

f. Vulnerable subjects		Yes	No
(Tick the appropriate boxes)			
<input type="checkbox"/> Pregnant women	<input type="checkbox"/> Children	<input type="checkbox"/> Elderly	
<input type="checkbox"/> Fetus	<input type="checkbox"/> Illiterate	<input type="checkbox"/> Handicapped	
<input type="checkbox"/> Terminally ill	<input type="checkbox"/> Seriously ill	<input type="checkbox"/> Mentally challenged	
<input type="checkbox"/> Economically & socially backward	<input type="checkbox"/> Any other		

g. Special group subjects		Yes	No
(Tick the appropriate boxes)			
<input type="checkbox"/> Captives	<input type="checkbox"/> Institutionalized	<input type="checkbox"/> Employees	
<input type="checkbox"/> Students	<input type="checkbox"/> Nurses/dependent staff	<input type="checkbox"/> Armed forces	
<input type="checkbox"/> any other			

h. Age group :

18. Privacy and confidentiality

a. during data collection, study involves	<input type="checkbox"/>	Direct Identifiers
	<input type="checkbox"/>	Indirect Identifiers/coded
b. during data entry/analysis, study involves	<input type="checkbox"/>	Completely anonymized/ delinked
	<input type="checkbox"/>	Partially anonymized identifiers

c. Confidential handling of data	Yes	No
----------------------------------	-----	----

19. Use of biological/ hazardous materials

20. Consent :	<input type="checkbox"/>	Written
	<input type="checkbox"/>	Oral
	<input type="checkbox"/>	Audio-visual

a. Consent form : (tick the included elements)

<input type="checkbox"/> Understandable language <input type="checkbox"/> Statement that study involves research <input type="checkbox"/> Confidentiality of records <input type="checkbox"/> Purpose and procedures <input type="checkbox"/> Risks & Discomforts <input type="checkbox"/> Benefits <input type="checkbox"/> Compensation for participation	<input type="checkbox"/> Alternatives to participation <input type="checkbox"/> Contact information <input type="checkbox"/> Statement that consent is voluntary <input type="checkbox"/> Right to withdraw <input type="checkbox"/> Consent for future use of biological material <input type="checkbox"/> Benefits if any on future commercialization e.g. Genetic basis for drug development <input type="checkbox"/> Compensation for study related injury
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*If written consent is not obtained, give reasons:

b. Who will obtain consent ? <input type="checkbox"/> Researcher <input type="checkbox"/> Any other			
21. Will any advertising be done for recruitment of Subjects? (posters, flyers, brochure, websites – if so kindly attach a copy)		Yes	No
22. Is there any compensation for participation?		Yes	No
If Yes, <input type="checkbox"/> Monetary <input type="checkbox"/> In kind Specify amount and type:			
23. Is there compensation for injury?		Yes	No
If Yes, what compensation:			
24. Do you have conflict of interest? (financial/nonfinancial)		Yes	No
If Yes, specify:			
25. Interviews will be conducted by the researcher or hired investigators?(Tick appropriate)	Researcher <input type="checkbox"/>	Investigator <input type="checkbox"/>	Both <input type="checkbox"/>
a. If both what proportion of sample will be interviewed by investigator?	<input type="text"/> <input type="text"/> %		
b. If investigator/both, how training will be imparted to the investigators?			
26. If questionnaire/ssets of questions/scales are adapted from other sources, the source should be adequately and clearly acknowledged in the application form as well as proposal/ synopsis and thesis. Yes <input type="checkbox"/> No <input type="checkbox"/> Declaration: Yes, I will acknowledge the sources in Synopsis and Thesis <input type="checkbox"/> Sources: 1 2 3 4 5			
27. Checklist for enclosure (please prepare three sets consisting filled-in application and following enclosures)			
<input type="checkbox"/> Filled in application – 3 Copies <input type="checkbox"/> Proposal – 3 Copies <input type="checkbox"/> Informed Consent forms (3 copies) <input type="checkbox"/> Investigator’s brochure for recruiting subjects (3 copies) <input type="checkbox"/> Copy of clinical trial protocol and/or questionnaire <input type="checkbox"/> Rapporteur’s report			

Declaration: The information provided in this form is accurate.

Signature of Student:

NB: Please ensure that the applicant has completed the attached check sheet and that the form is forwarded to ethics committee for further attention.

Signature of Guide:

Date:

For Official Use: Observation by the Student Research Ethics Committee:

Thesis/dissertation Title:

Does this proposal fulfill standard Ethical Protocols?

☐

Yes

☐

No, it should be referred back to the candidate

Comments to be given to the applicant

This proposal has been reviewed. The Student Research Ethics Committee is satisfied/not satisfied.	
Place:	Signature of President
Date:	Student Research Ethics Committee

**Model form to be filled by the Principal Investigator (PI) for
submission to Institutional Review Board (IRB)**
(for attachment to each copy of the proposal)

Serial No of IRB Management Office:
--

Proposal Title:

Project Coordinator	Name, Designation & Qualifications	Address Tel & Fax Nos. Email ID	Signature
PI: 1.			
Co-PI: 1.			
2.			
3.			

Please attach detailed Curriculum Vitae of all Investigators (with subject specific publications limited to previous 5 years).

Tick appropriately

Sponsor Information :			
1. Indian	a) Government	<input type="checkbox"/>	Central <input type="checkbox"/> State <input type="checkbox"/> Institutional <input type="checkbox"/>
	b) Private	<input type="checkbox"/>	
2. International	Government	<input type="checkbox"/>	Private <input type="checkbox"/> UN agencies <input type="checkbox"/>
3. Industry	National	<input type="checkbox"/>	Multinational <input type="checkbox"/>

INTERNATIONAL INSTITUTE FOR POPULATION SCIENCES

Contact Address of Sponsor:	UNICEF, 73 Lodi Estate, New Delhi 110 003.					
Total Budget :	1, 42, 21, 000/- One crore forty-two lakhs twenty one thousand only.					
1.Type of Study :						
Epidemiological	<input type="checkbox"/>	Basic Sciences	<input type="checkbox"/>	Animal studies	<input type="checkbox"/>	
Clinical: Single center	<input type="checkbox"/>	Multicentric	<input type="checkbox"/>	Behavioral	<input type="checkbox"/>	
2. Status of Review:						
New	<input type="checkbox"/>	Revised	<input type="checkbox"/>			
3. Clinical Trials:						
Drug /Vaccines/Device/Herbal Remedies :						
i. Does the study involve use of :						
Drug	<input type="checkbox"/>	Devices	<input type="checkbox"/>	Vaccines	<input type="checkbox"/>	
Indian Systems of Medicine/ Alternate System of Medicine	<input type="checkbox"/>	Any other	<input type="checkbox"/>	NA	<input type="checkbox"/>	
ii. Is it approved and marketed						
In India	<input type="checkbox"/>	UK & Europe	<input type="checkbox"/>	USA	<input type="checkbox"/>	
Other countries, specify <input type="text"/>						
iii. Does it involve a change in use, dosage, route of administration?				Yes	No	
If yes, whether DCGI's /Any other Regulatory authority's Permission is obtained?				Yes	No	
If yes, Date of permission :						
iv. Is it an Investigational New Drug?				Yes	No	
If yes, IND No:						
a). Investigator's Brochure submitted				Yes	No	
b). <i>In vitro</i> studies data				Yes	No	
c). Preclinical Studies done				Yes	No	
d). Clinical Study is : Phase I <input type="checkbox"/> Phase II <input type="checkbox"/>						
Phase III <input type="checkbox"/> Phase IV <input type="checkbox"/>						
e). Are you aware if this study/similar study is being done elsewhere ? If Yes, attach details				Yes	No	
4. Brief description of the proposal – Introduction, review of literature, aim(s) & objectives, justification for study, methodology describing the potential risks & benefits, outcome measures, statistical analysis and whether it is of national significance with rationale (Attach sheet with maximum 500 words):						

INTERNATIONAL INSTITUTE FOR POPULATION SCIENCES

5. Subject selection:

- i. Number of Subjects: Estimated sample size for each state is given below in the table.

Table: Estimated sample size							

- ii. Duration of study :

- iii. Will subjects from both sexes be recruited Yes ☐ No ☐

- iv. Inclusion / exclusion criteria given Yes ☐ No ☐

- v. Type of subjects Volunteers ☐ Patients ☐

- vi. Vulnerable subjects Yes ☐ No ☐
 (Tick the appropriate boxes)
 pregnant women ☐ children ☐ elderly ☐
 fetus ☐ illiterate ☐ handicapped ☐
 terminally ill ☐ seriously ill ☐ mentally challenged ☐
 economically & socially backward ☐ any other ☐

- vii. Special group subjects Yes ☐ No ☐
 (Tick the appropriate boxes)
 captives ☐ institutionalized ☐ employees ☐
 students ☐ nurses/dependent ☐ armed forces ☐
 any other ☐ staff ☐

6. Privacy and confidentiality

- i. Study involves - Direct Identifiers ☐
Indirect Identifiers/coded ☐
Completely anonymised/ delinked ☐

- ii. Confidential handling of data by staff Yes ☐ No ☐

7. Use of biological/ hazardous materials

- i. Use of fetal tissue or abortus Yes ☐ No ☐

- ii. Use of organs or body fluids Yes ☐ No ☐

- iii. Use of recombinant/gene therapy Yes ☐ No ☐

- If yes, has Department of Biotechnology (DBT) approval for rDNA products been obtained?** Yes ☐ No ☐

- iv. Use of pre-existing/stored/left over samples Yes ☐ No ☐

- v. Collection for banking/future research Yes ☐ No ☐

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vi.	Use of ionising radiation/radioisotopes	Yes	No																																
	If yes, has Bhaba Atomic Research Centre (BARC) approval for Radioactive Isotopes been obtained?	Yes	No																																
vii.	Use of Infectious/biohazardous specimens	Yes	No																																
viii.	Proper disposal of material	Yes	No																																
ix.	Will any sample collected from the patients be sent abroad ?	Yes	No																																
If Yes, justify with details of collaborators																																			
	a) Is the proposal being submitted for clearance from Health Ministry's Screening Committee (HMSC) for International collaboration?	Yes	No																																
b) Sample will be sent abroad because (Tick appropriate box):																																			
<div style="display: flex; justify-content: space-between;"> <div> Facility not available in India Facility in India inaccessible Facility available but not being accessed If so, reasons... </div> <div style="display: flex; flex-direction: column; align-items: center;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div> </div>																																			
8. Consent : *Written <input type="checkbox"/> Oral <input type="checkbox"/> Audio-visual i. Consent form : (tick the included elements)																																			
<table border="0" style="width: 100%;"> <tr> <td style="width: 45%;">Understandable language</td> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td style="width: 45%;">Alternatives to participation</td> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Statement that study involves research</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Confidentiality of records</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Sponsor of study</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Contact information</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Purpose and procedures</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Statement that consent is voluntary</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Risks & Discomforts</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Right to withdraw</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Benefits</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Consent for future use of biological material</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Compensation for participation</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Benefits if any on future commercialization</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Compensation for study related injury</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>eg. genetic basis for drug development</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>				Understandable language	<input type="checkbox"/>	Alternatives to participation	<input type="checkbox"/>	Statement that study involves research	<input type="checkbox"/>	Confidentiality of records	<input type="checkbox"/>	Sponsor of study	<input type="checkbox"/>	Contact information	<input type="checkbox"/>	Purpose and procedures	<input type="checkbox"/>	Statement that consent is voluntary	<input type="checkbox"/>	Risks & Discomforts	<input type="checkbox"/>	Right to withdraw	<input type="checkbox"/>	Benefits	<input type="checkbox"/>	Consent for future use of biological material	<input type="checkbox"/>	Compensation for participation	<input type="checkbox"/>	Benefits if any on future commercialization	<input type="checkbox"/>	Compensation for study related injury	<input type="checkbox"/>	eg. genetic basis for drug development	<input type="checkbox"/>
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*If written consent is not obtained, give reasons:																																			
ii. Who will obtain consent ? PI/Co-PI <input type="checkbox"/> Nurse/Counsellor <input type="checkbox"/> Research staff <input type="checkbox"/> Any other <input type="checkbox"/>																																			
9. Will any advertising be done for recruitment of Subjects ? (posters, flyers, brochure, websites – if so kindly attach a copy)		Yes	No																																
10. Risks & Benefits: i. Is the risk reasonable compared to the anticipated benefits to subjects / community / country?		Yes	No																																

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ii. Is there physical / social / psychological risk / discomfort? If Yes, Minimal or no risk <input type="checkbox"/> More than minimum risk <input type="checkbox"/> High risk <input type="checkbox"/>	Yes	No
Iii. Is there a benefit a) to the subject ? Direct <input type="checkbox"/> Indirect <input type="checkbox"/> b) Benefit to society <input type="checkbox"/>		
11. Data Monitoring	Yes	No
i. Is there a data & safety monitoring committee/ Board (DSMB)?		
ii. Is there a plan for reporting of adverse events ? If Yes, reporting is done to : Sponsor <input type="checkbox"/> Ethics Committee <input type="checkbox"/> DSMB <input type="checkbox"/>	Yes	No
iii. Is there a plan for interim analysis of data?	Yes	No
vi. Are there plans for storage and maintenance of all trial database? If Yes, for how long ?	Yes	No
12. Is there compensation for participation? If Yes, Monetary <input type="checkbox"/> In kind <input type="checkbox"/> Specify amount and type:	Yes	No
13. Is there compensation for injury? If Yes, by Sponsor <input type="checkbox"/> by Investigator <input type="checkbox"/> by insurance <input type="checkbox"/> by any other company <input type="checkbox"/>	Yes	No
14. Do you have conflict of interest? (financial/nonfinancial) If Yes, specify :	Yes	No
Checklist for attached documents:		
Project proposal – 12 Copies	<input type="checkbox"/>	
Curriculum Vitae of Investigators	<input type="checkbox"/>	
Brief description of proposal	<input type="checkbox"/>	
Patient information sheet	<input type="checkbox"/>	
Informed Consent form	<input type="checkbox"/>	
Investigator self-declaration form	<input type="checkbox"/>	
Survey Protocol on COVID-related Measures	<input type="checkbox"/>	
Investigator's brochure for recruiting subjects	<input type="checkbox"/>	
Copy of advertisements/Information brochures	<input type="checkbox"/>	
Copy of clinical trial protocol and/or questionnaire	<input type="checkbox"/>	
Institutional Review Board clearance	<input type="checkbox"/>	
Institutional Animal Ethics Committee clearance	<input type="checkbox"/>	
CPCSEA clearance, if any	<input type="checkbox"/>	
HMSC/DCGI/DBT/BARC clearance if obtained	<input type="checkbox"/>	

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Date:

Place:

Principal Investigator

Standard Operating procedure of IIPS-IRB

The IIPS-IRB meets once in every quarter or on receiving of at least three applications for reviewing of project proposals for human subject protection strategies. The project should either be funded by the Institute or from outside research agency/organization, where any faculty of the Institute is associated either in the capacity of PI or Co-PI or consultant.

Process of submitting applications

PI(s) should submit a duly filled-in IRB application with 12 copies of the proposal and other required documents (as mentioned in the application form available on the Institute's website) to the Convener, IIPS-IRB with a prior approval of Director and Senior Professor, IIPS, Mumbai.

1. The title with the signature of Principal Investigator (PI) and Co-investigators as an attestation for conducting the study.
2. Clear research objectives and rationale for undertaking the investigation in human participants in the light of existing knowledge.
3. Precise description of the methodology of the proposed research, including sample size (with justification), type of study design (observational, experimental, pilot, randomized, blinded etc.), intended intervention, dosages of drugs, route of administration, duration of treatment and details of invasive procedures.
4. All other relevant documents related to the study protocol like investigator's brochure for trial on drugs/ devices/ vaccines/ herbal remedies and statement of relevant regulatory clearances.

Decision-making process

The IIPS-IRB provides a complete and adequate review of the research proposals submitted to them. Once convener of the IIPS-IRB, in consultation with the chairperson and other members decides a date, PI or Co-PI of the project are requested to make a brief presentation and explain the issues of human subject protections and strategy to address it. IIPS-IRB reviews human subject issues and strategies for protecting it, irrespective of qualitative or quantitative data. In special case, chairperson of IRB in consultation with members may decide to review the applications through circulation or even provide exemption from review if there are negligible chances of violating human subject rights, safety and threats to their life.

Certificate

Once the IRB is satisfied that the study is in no way harmful to the subjects under study, IRB convener include it in the minutes of the meeting and share with all the members. Once it is ensured that all the points discussed in the meeting are included in the minute, it is signed by the Chair person and uploaded on the Institute's website. The committee will issue an Ethical Clearance Certificate, valid for the period of study specified. The committee will also advise the researcher about the "informed consent" to be obtained from the subjects, and "confidentiality" to be maintained vis-a-vis subjects. It is responsibility of the convener to get the certificate issued within two weeks of the meeting of IRB

Workshop on “Ethics and Integrity in Social Sciences and Health Research” 4-8 April 2022

A 5-days workshop on “Ethics and Integrity in Social Sciences and Health Research” was organized during **04 - 08 April, 2022**, on virtual platform. 25 participants from various universities attended the workshop. The workshop was organized on different topical sessions which included lectures by subject experts, group discussions, case studies etc. The workshop covered topics such as Ethics in research methods, Protection of research participants, Research misconducts (participant and researcher), Ethics dilemmas, Procedure for ethical clearance, Dos and don'ts in Research Ethics etc. The participants were from various disciplines such as demography, geography, economics, social work, sociology, communication and public health etc. All participants were issued certificates after the successful completion of the workshop.

Day 1 (04.04.2022):

The workshop started with the inaugural session and Prof. K. S. James, Director & Senior Professor, IIPS inaugurated the workshop. Prof. T.V Sekher welcomed all the participants to the workshop and outlined the workshop programme. Lecture I & II was taken by Dr. Sunita Sheel Bandewar on the topic, “**Ethics, politics and professional issues in social sciences, and Public Health: Importance, History, Challenges and learning**”. Dr. Sunita explained about what ethics is and why is it important. She also talked about Ethics in Social sciences and public health, how it is different from basic medical science. Further she discussed on the history of Research Ethics, its challenges, laws, rules and regulations of ethics.

Lecture III & IV on “**Research Integrity and misconduct: Plagiarism, Authorship credits, Conflict of Interest and Publication ethics**” was delivered by Prof. Mala Ramanathan. She talked about authorship, rights, sequencing, ghost author, commitment and collaboration. In the second session, she discussed on misconduct and explained on the differences between falsifying, plagiarism, fabrication etc.

Day 2 (05.04.2022):

On day 2, the morning session was handled by Dr. Anant Bhan on the topic, “**Protection of Research Participants: Informed consent, Privacy and Confidentiality, Risk and Benefit assessment.**” Dr. Bhan discussed on the principles, anatomy comprehension: ensuring understanding of research to participants (information to participants), voluntarism, language etc on informed consent. Further he talked about the need, challenges and ethical dilemmas existing on Privacy and confidentiality. He also discussed on the type of risk, magnitude,

analysis of risk and benefits, how to convey about the risks and benefits to the participants and on the research with vulnerable participants.

Afternoon session was taken by Prof. Usha Ram on the topic **“Mentor and Trainee Relationship”**. Prof. Ram talked about the roles and responsibilities of mentors and trainees. She further discussed on the expectations while mentoring and being mentored.

Day 3 (06.04.2022):

The third day of the workshop started with the session on **“Bio-ethics theories and principles”** and the session was taken by Dr. Amar Jesani. He discussed on the theories, principles and perspectives of bio-ethics. He discussed on the sources of development of Bioethics, ethics in reasoning. He further discussed on bio-ethics and law.

Lectures X & XI were delivered by Prof. Lakshmi Lingam on the topic- **“Ethics in Research Methods and design: Quantitative research, Qualitative research, Experimental and intervention research action and participatory research”**. She focused on Paradigms, methods and ethics in research. Prof. Lingam talked about covert aspect of research, ethics in designing the research, Challenges posed by different methodologies and mechanism to deal with them and Ethics issues arising during fieldwork. She further discussed on positivism, social constructivism, pragmatism along with case studies.

Day 4 (07.04.2022):

On day 4, the first session was taken by Dr. Sunita Sheel Bandewar on the topic **“Ethics of collaborative research”**. Dr. Bandewar talked about traditional cross border research and global health with the help of a case study. Further she emphasized the need for collaborative research and discussed on the drivers of collaborative research.

The second session was on **“Ethical issues in digital health interventions”**. Dr. Bandewar compared the Digital India interventions during pre-pandemic and pandemic period and stressed upon the advantages and disadvantages of public health access to personal health information.

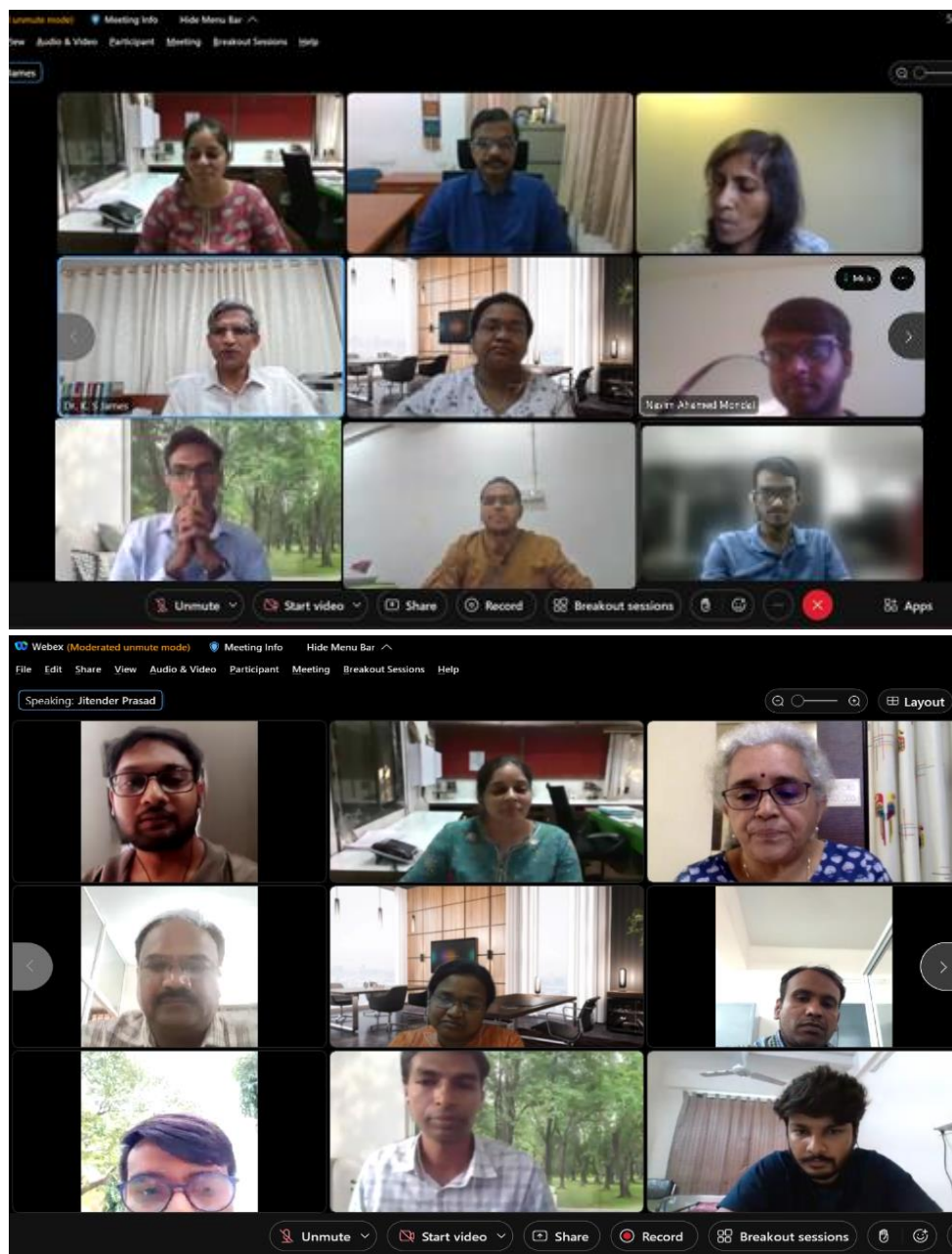
Afternoon session was taken by Dr. Amar Jesani and the session was on **“Data Management”**. Dr. Jesani defined what is privacy, confidentiality and privacy laws and illustrated that privacy is about persons and confidentiality is about the information they give. He further discussed about data management, biomarkers and bio-banking.

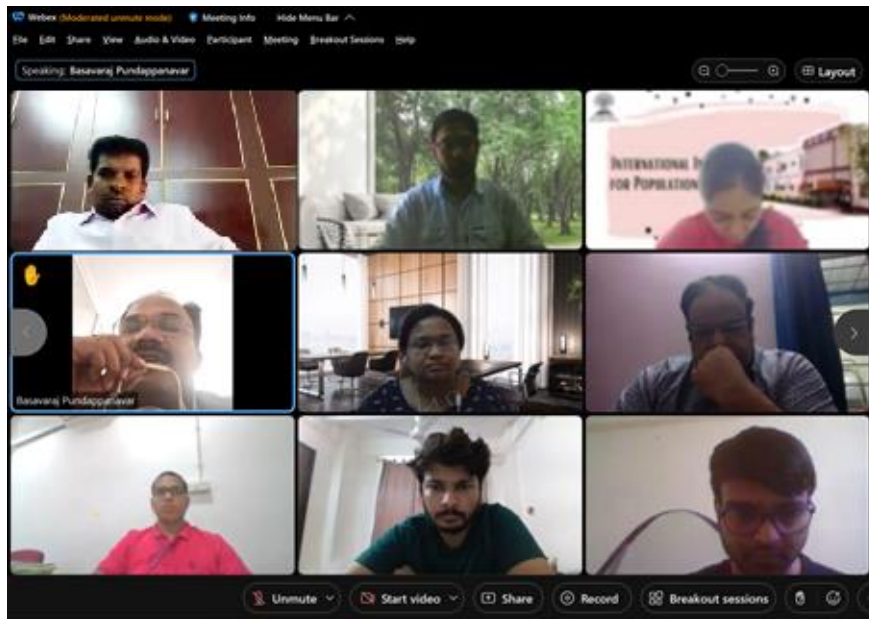
Day 5 (08.04.2022)

The session was handled by Dr. Tara Korti on the topic “**Research Ethics Boards or Committees: Roles and Responsibilities**”. Dr. Tara discussed on Governance in Ethics, Structure of Research Ethics Boards and Committees, and functioning of IRBs.

The last session was taken by Dr. Dipti Govil on “**IRB – application and documents**”. Dr. Govil explained the procedures on preparing and submitting the application and documents for ethical clearance.

The interactive sessions gave enough opportunity for the participants to clarify their doubts and concerns. In the concluding session, participants expressed their opinion and how the sessions were useful for their research and publications. Prof. T. V Sekher and Dr. Dipti Govil were the Coordinators for the workshop.





Workshop on Ethics and Integrity in Social Science and Health Research

4-8 APRIL 2022

Background of the Workshop: Research involving human participants raises several ethical, legal, social and political issues. Ethics in research represents the norms that distinguish between acceptable and unacceptable undertaking. It should not be confused with ethical theory, morality, or simply following the rules. Plausible scope of the research ethics can include our obligations as a researcher. Ethics primarily aims to preserve and promote the integrity and interest of individuals, groups and society, protection of confidentiality, ensuring ethical soundness in research activity, management of risk and interaction between researchers.

Conventionally, ethics concentrated on issues in biomedical research to protect the rights of the subjects undergoing the experiment. Moreover, not only biomedical research but also the research in social sciences has been remained the ground of experiments and unethical practices in the past. In the absence of adequate understanding of the methods of ethical principles, rules and regulations, social science and health research lacks reliable and authentic data generation, which is the foundation of evidence-based policymaking. In this context, International Institute for Population Sciences is organizing a Capacity Building Workshop to inform and strengthen the capacity of the young researchers in identifying and applying the principles of ethics in implementing and management of social science and health research.

Workshop Objectives: The workshop will make researchers aware about the existing national and international principles and guidelines on ethics. It will enable participants to design and execute social and health research with ethical reasoning. The workshop will cover the ethical issues at different stages of research (from conception of the idea to publication of the results). Specifically, it aims to focus on the following issues:

National and international laws and guidelines

- Ethics in research methods
- Protection of research participants
- Research misconducts (participant and researcher)
- Ethics dilemmas
- Procedure for ethical clearance
- Dos and don'ts in Research Ethics

Workshop Method: The workshop will be organized on virtual platform with different topical sessions, which include lectures by subject experts, group discussions, case studies, etc.

Participants: The workshop is designed to meet the needs of researchers involved in social and public health research. It is open to MPhil.\ PhD scholars in social sciences, faculty members, government and non-governmental professionals involved in research, monitoring & evaluation studies.

Resource Persons: Experts in research ethics from various Indian institutions will act as resource persons

Seats available: 30

Application Deadline: 24th March, 2022

Fee: INR 3000/- (three thousand only). IIPS has few scholarships for the deserving candidates. The shortlisted candidates will be communicated for the fee payment.

Enquiries: Please write to Short Term Training Program Cell, if you have any query - shortterm@iipsindia.ac.in

Workshop Coordinators: Dr. Dipti Govil and Prof. T. V. Sekher

Application Form: Fill the google form to submit your application

[Workshop on "Ethics and Integrity in Social Science and Health Research" \(04-08 April, 2022\) \(google.com\)](#)



New Academic and Administrative Building of IIPS (under-construction)

International Institute for Population Sciences (IIPS), Mumbai

WORKSHOP ON “Ethics and Integrity in Social Science and Health Research”

April 4-8, 2022 on Virtual Platform

Workshop Agenda

Date/time	Topics	Learning Objectives	Speaker/Facilitator
Day 1, 4 April 2022			
10.00 - 10.15	Inaugural Session Introduction to workshop	Prof. K. S. James, Director, IIPS Prof. T. V. Sekher & Dr. Dipti Govil, Coordinators, STTP	
10.15 - 11.30	Lecture-I Ethics, politics and professional issues in social science, and Public Health: Importance, History, Challenges and learning	<ul style="list-style-type: none"> What is ethics? Why ethics is important? Ethics in Social science and public health, how ethics in social science and public health different from basic and medical science History of research ethics, challenges and learning 	Dr. Sunita Sheel Bandewar
11.30-11.45	Break		
11.45 - 13.30	Lecture-II National and International codes, laws, rules and regulations of ethics and Statements of professional principle	<ul style="list-style-type: none"> Laws, rules, regulations of ethics 	Dr. Sunita Sheel Bandewar
13.30-14.30	Lunch Break		
14.30 - 17.30 (Break: 15.45-16.00)	Lectures-III & IV Research Integrity and misconduct: Plagiarism, Authorship credits, Conflict of Interest and Publication ethics	<ul style="list-style-type: none"> Publication ethics: authorship, rights, sequencing, ghost author, commitment, collaboration Misconducts: social responsibility, falsifying, manipulation, plagiarism, rights of participants, fabrication 	Prof. Mala Ramanathan
Day 2, 5 April 2022			
10.00-13.00 (Break: 11.30 - 11.45)	Lectures-V & VI Protection of Research Participants <ul style="list-style-type: none"> Informed Consent Privacy and Confidentiality Risk and Benefit Assessment 	<ul style="list-style-type: none"> Informed consent: principles, anatomy, information, comprehension: ensuring understanding of research to participants (information to participants), voluntarism, language Privacy and confidentiality: need, challenges and ethical dilemmas (Written/oral consent) Risk and benefit: type of risk, magnitude, analysis of risk and benefits, how to convey the risk and benefit. Research with vulnerable participants 	Dr. Anant Bhan
13.00-14.30	Lunch Break		
14.30 - 16.30	Lecture-VII Mentor and Trainee Relationship	<ul style="list-style-type: none"> Roles and responsibilities of mentor and trainee Expectation while mentoring and being mentored 	Prof. Usha Ram
Day 3, 6 April 2022			
10.00 - 13.00 (Break: 11.30-11.45)	Lecture-VIII & IX Bio-ethics theories and principles	<ul style="list-style-type: none"> Theories, principles, perspectives Moral reasoning 	Dr. Amar Jesani
13.00 - 14.00	Lunch Break		

Date/time	Topics	Learning Objectives	Speaker/Facilitator
14.00 - 17.30 (Break: 15.45-16.00)	Lectures-X & XI Ethics in Research Methods and design: <ul style="list-style-type: none"> Quantitative research Qualitative research Experimental and intervention research Action and participatory research 	<ul style="list-style-type: none"> Covert aspect of research Ethics in designing the research Challenges posed by different methodologies and mechanism to deal with them Ethics issues arising during fieldwork 	Prof. Lakshmi Lingam
Day 4, 7 April 2022			
10.00 - 11.30	Lecture-XII Ethics of collaborative research	<ul style="list-style-type: none"> Collaborative research 	Dr. Sunita Sheel Bandewar
11.30 - 11.45	Break		
11.45 - 13.00	Lecture-XIII Ethical issues in digital health interventions	<ul style="list-style-type: none"> Digital health interventions 	Dr. Sunita Sheel Bandewar
14.00 - 17.30 (Break: 15.45-16.00)	Lectures-XIV & XV Data Management	<ul style="list-style-type: none"> Data sharing, Biomarker and destroying data, using pseudonyms and unintended consequences 	Dr. Amar Jesani
Day 5, 8 April 2022			
10.00 - 12.00	Lecture-XVI Research Ethics Boards or Committees: Roles and Responsibilities	<ul style="list-style-type: none"> Governance in Ethics Structure of Research Ethics Boards and Committees Functioning of REBs Issues faced by REBs of Students, National and International Bodies Dealing with REBs and RECs (applying for ethical approval, replying to the comments received from committee) 	Dr. Tara Korti
12.00 - 12.15	Break		
12.15 - 13.00	Lecture-XVII IRB - application and documents	<ul style="list-style-type: none"> Preparing and submitting an application and documents 	Dr. Dipti Govil

Weblink: <https://iipsindiaorg.webex.com/j.php?MTID=m05527be58e2231e0cdc744648a3cd2e0>

Meeting number: [2644 504 2212](https://iipsindiaorg.webex.com/j.php?MTID=m05527be58e2231e0cdc744648a3cd2e0) | Password: 123456

Participants Details - Workshop on Ethics and Integrity in Social Science and Health Research

Sr.No	Name	Institute
1	Dr. Praveen K. Chokhandre	PRC Dharwad
2	Dr. Merlin Premala.J	Independent Researcher/Freelancer
3	Mr. Sagar Madhukar Wayal	Independent Researcher/Freelancer
4	Mr. Sourav Mondal	International Institute for Population Sciences, Mumbai
5	Mr. Sourav Dey	International Institute for Population Sciences, Mumbai
6	Mr. R.Nagaraju	Government Arts College, Coimbatore 641018.
7	Mr. Vinod Kumar	International Institute for Population Sciences, Mumbai
8	Mr. Abhishek Anand	International Institute for Population Sciences, Mumbai
9	Ms. Anushruti Agarwal	CRRID
10	Ms. Arya M A	Department of Geography, Bharathidasan University, Tiruchirappalli
11	Mr. Akshit Katoch	Panjab University
12	Ms. Arpna Rattu	Centre For Social Work, UIEASS, Panjab Univeristy, Chandigarh
13	Mr. Jitender Prasad	International Institute for Population Sciences (IIPS)
14	Mr. Sanjay Kumar Pal	International Institute for Population Sciences, Mumbai
15	Ms. Arathy G R	University of Kerala
16	Ms. Vidhya. V	Department of Demography, University of Kerala, Kariavattom campus
17	Mr. Vishnu Kumar	University of Lucknow
18	Mr. Vasim Ahamad	International Institute for Population Sciences, Mumbai
19	Mr. Ishan Paliwal	Mohanlal Sukhadia University, Udaipur
20	Ms. Shivani kirad	Mohanlal Sukhadia University, Udaipur
21	Mr. Nasim Ahamed Mondal	International Institute for Population Sciences, Mumbai
22	Dr Sucharita Pujari	NIRDPR Hyderabad
23	Mr. Gunvant Nana Patil	Smt.K.D. Naik Madhyamik Vidyalaya Paldhi Tal Jamner District Jalgaon
24	Mr. Basavaraj Pundappanavar	Population Research Centre
25	Mr. Javeed A. Golandaj	PRC, Dharwad

Syllabus with Ethics Component

3. *Everitt B S, Pickles A: Statistical Aspects of the Design and Analysis of Clinical Trials*, ed. 2. London, Imperial College Press, 2004.
4. *Leandro G: Meta-analysis in Medical Research: The Handbook for the Understanding and Practice of Meta-analysis*, BMJ Books, Blackwell Publishing, 2005.
5. *Family Health International: Behavioral Surveillance Surveys*. Family Health International, 2000.

MBD-C6	Research Methodology	60 Hours
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Goal and Objectives: The main objective of this course is to impart student's knowledge and skills on the principals and methods of social research to be used in epidemiological analysis of various disease, health and injuries. The goal of this course is to equip students with the skill to prepare a scientific research proposal with application of various bio statistical techniques and skills learnt during the course and also to conduct social science research with the help of hospital data.

This course also presents the fundamentals of quantitative and qualitative methods of data collection and preparation of research instruments for data collection. The course prepares students to design, carry out, report, and present a research projects based on the fieldwork carried out by them. Students learn how to collect data using methods including interviewing, participant observation, social mapping, focus group discussions, key informant interviews, in-depth interviews etc. in a real population. Students further learn how to process and analyze the data using computer software such as ATLAS Ti and Nvivo. The course equips students with conceptual understandings of current academic debates regarding methods of data collection with practical skills to put those methods into practice. Students submit a written report and present their practical work for assessment.

1. Scientific Methods of Research

Definition of Research, Assumptions, Operations and Aims of Scientific Research.
The Research Process: conceptual, Empirical and Analytical Phases of Research,
Essentials Criteria of Scientific methods.

2. Research Designs

Observational Studies: Descriptive, explanatory, and exploratory,
Experimental Studies: Pre-test design, post-test design, Follow-up or longitudinal
design, threats to internal validity
Cohort Studies
Case Control Studies
Cross sectional studies
Monitoring and evaluative studies
Action research/Intervention studies,
Panel Studies.

3. Measurement

Reliability and validity of measurement

- Face, construct, concurrent, and predictive validity
- Inter-coder reliability and stability,
- Non random and random errors,
- Reliability and validity of screening and diagnostic tests,
- Concept of Golden Test, Specificity and Sensitivity
- Predictive power of positive and negative test
- ROC Curve and its interpretation
- Scaling and composite indices,
- Attitude Scales: Point scales, ranking scales, rating scales, limitations of attitude scales,
- Types of Scales: Bogardus, Guttman, Likert, Semantic, Thurstone scale.
- Use of standards in measurements
- Gold standards for measuring biomarkers in field settings

4. Writing research proposal and report

- Purpose of a proposal/report
- Content of proposal/report
- Critical review of research report and journal article
- Introductory section, methodology adopted,
- Development of research tools
- Protocol preparation
- Analysis and inferences,
- Summary, conclusions and recommendations.
- References/Bibliography,
- Appendices,
- Footnotes.

5. Research Ethics

- Ethics of Research,
- History of ethical guidelines and general principles
- Informed consent and human subject protection
- ICMR ethical guidelines for biomedical research on human participants
- The Biomedical research on human subjects -regulation, control and safeguards

6. Sampling

- Complete enumeration versus sampling.
- Concept of sampling unit, sampling frame and sampling design.
- Sampling methods: Simple random sampling, stratified sampling, systematic sampling, cluster sampling, and purposive sampling.
- Multistage sampling in large-scale surveys, self-weighting designs, Stratification in multistage sampling.
- Sampling and non-sampling errors, calculation of weights, sample size determination

7. Methods of Data Collection – Quantitative and qualitative

Quantitative Methods: Questionnaire (mail method, interviews through telephone, internet and computers), interview schedule (face-to-face interviews or personal interviews).

Questionnaire/interview schedule design and construction: Principles of constructing a questionnaire/interview schedule, Types of questions, framing of questions, sequencing of sections and questions and Interview techniques

Qualitative Method: Walk through and observation (participatory and non-participatory), Social mapping, key informant interview, In-depth interviews, Focus group discussion, content analysis, free listing, pile sorting, mechanical devices (camera, tape recorder)

8. Data Collection - Field work

9. Data processing and analysis, research report

10. Presentation of research report

Essential Reading List

1. Bernard, H. Russell, (1995): *Research Methods in Anthropology: Qualitative and Quantitative Approaches*, Altamira Press, Walnut Creek.
2. Goode W J and Hatt P K. 1952. *Methods in Social Research*. McGraw Hills, New York.
3. Mukherji, P.N., (1999): *Methodologies in Social Science*, Sage Publications, New Delhi.
4. Royce A. Singleton and Bruce C. Straits, (1999): *Approaches to Social Research*, Oxford, Oxford University Press.
5. Young P V. 1994. *Scientific Social Surveys and Research*. Prentice-Hall, New York (4th Edition).
6. Bernard, H. Russell, (1995): *Research Methods in Anthropology: Qualitative and Quantitative Approaches*, Altamira Press, Walnut Creek.
7. Goode W J and Hatt P K. 1952. *Methods in Social Research*. McGraw Hills, New York.
8. Pullum W. 2006. An Assessment of Age and Data Reporting in the DHS Surveys, 1985-2003. DHS Methodological Report No. 5. Calverton, Maryland, Marco International Inc.
9. Royce A. Singleton and Bruce C. Straits, (1999): *Approaches to Social Research*, Oxford, Oxford University Press.
10. Young P V. 1994. *Scientific Social Surveys and Research*. Prentice-Hall, New York (4th Edition).

MPS

8. Bertrand Jane T., Robert J. Magnani, Naomi Rutenberg (1994): *Handbook of Indicators For Family Planning Programme Evaluation*, The Evaluation Project, Carolina Population Center, University of North Carolina at Chapel Hill, USA.

Suggested Reading List

1. Peabody, J.W.; Rahman, H. Omar; Gertlor, Paull, J.; Haan, Joyce, (1999): *Policy and Health Implication for Development in Asia*, Cambridge University Press. Cambridge.
2. Peters, David H. Yazbeek Abdo S.; Sharma, Rashmi R.; Ramana G.N.V., (2002): *Better Health Care Systems in India*, World Bank, Washington D.C.
3. United Nations, (1979): "The Methodology of Measuring the Impact of Family Planning Programme on Fertility", Manual IX, *Population Studies*, No.66, New York.
4. United Nations, (1998): *National Population Policies*, Department of Economics and Social Affairs, New York.
5. World Bank, (2006): *World Development Report, 2006*, Oxford University Press, London.
6. World Health Organization, (1978): "Primary Health Care", International Conference on Primary Health Care, Alma Ata, USSR, 6-12, September.

C8	RESEARCH METHODOLOGY	(60 Hours)
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1. Scientific Methods of Research

Definition of Research, Assumptions, Operations and Aims of Scientific Research. The Research Process: conceptual, Empirical and Analytical Phases of Research: Essentials Criteria of Scientific methods.

2. Research Designs

Observational Studies: Descriptive, explanatory, and exploratory, monitoring and evaluative studies. Experimental Studies: Pre-test design, post-test design, Follow-up or longitudinal design, threat to internal validity. Action research studies, Panel Studies.

3. Methods of Data Collection

Quantitative Methods: Checklist schedules, questionnaire (mail method, interviews through telephone, internet and computers), interview schedule (face-to-face interviews or personal interviews).

Questionnaire/interview schedule design and construction: Principles of constructing a questionnaire/ interview schedule, Types of questions, framing of questions (simple, delicate, personal matter), sequencing of questions.

Qualitative Method: In-depth interviews, key informant interview, observation (participatory and non-participatory), focus group discussion, content analysis, social mapping, social networking, free listing, pile sorting, projective techniques, mechanical devices (camera, tape recorder), mystery client technique, vignettes method.

4. Measurement

Reliability and validity of measurement: Face, content, construct, convergent, concurrent, and predictive validity; Inter-coder reliability, stability, non random and random errors, scaling and composite indices.

Attitude Scales: Point scales, ranking scales, rating scales, limitations of attitude scales,

Types of Scales: Bogardus, Guttman, Likert, Semantic, Thurstone scale.

5. Sampling

Complete enumeration versus sampling.

Concept of sampling unit, sampling frame and sampling design.

Sampling methods: Simple random sampling, stratified sampling, systematic sampling, cluster sampling, and purposive sampling.

Multistage sampling in large-scale surveys, self-weighting designs, Stratification in multistage sampling.

Sampling and non-sampling errors, calculation of weights, sample size determination.

6. Data Collection, processing and analysis

Research ethics; At the level of respondent, community, organization and presentation of results
Fieldwork – interaction with community and respondent.

Editing, coding, data entry, validation & analysis.

7. Writing research proposal and report

Purpose of a proposal/report

Content of proposal/report: Introductory section, methodology adopted, analysis and inferences, summary, conclusion and recommendations.

References/Bibliography, Appendices, Footnotes.

8. Research Methodology Lab-exercise: ANTHROPAC, Atlast Ti and Group Work

Essential Reading List

1. Bernard, H. Russell, (1995): *Research Methods in Anthropology: Qualitative and Quantitative Approaches*, Altamira Press, Walnut Creek.
2. Goode W J and Hatt P K. 1952. *Methods in Social Resasrch*. McGraw Hills, New York.
3. Kish, Leslie, (1995): *Survey Sampling*, John Wiley and Sons, Inc. New York.
4. Lohr L. Sharaon., (1999): *Sampling: Design and Analysis*, Duxbury Press, London.
5. Lwanga S. K. and Lemeshow S., (1991): *Sample Size determination in Health Studies: A Practical Manual*, World Health Organisation, Geneva.
6. Mukherji, P.N., (1999): *Methodologies in Social Science*, Sage Publications, New Delhi.
7. Pullum W. 2006. An Assessment of Age and Data Reporting in the DHS Surveys, 1985-2003. DHS Methodological Report No. 5. Calverton, Maryland, Marco International Inc.
8. Royce A. Singleton and Bruce C. Straits, (1999): *Approaches to Social Research*, Oxford, Oxford University Press.
9. Young P V. 1994. *Scientific Social Surveys and Reasearch*. Prentice-Hall, New York (4th Edition).

ANNEXURE- I ✓

M1	ADVANCED RESEARCH METHODOLOGY	60 Hours
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Objective: The aim of introducing this paper is to develop skills in different types of research methods applicable in the field of population studies. The whole course has been divided into four major parts. The focus will be given on sampling design, data collection and analysis techniques in the both quantitative and qualitative studies in the field of population. In this paper, students will also be given one-week orientation on how to write scientific report and research paper. It intends to build the capacity of students in terms of developing a full fledge research proposal for various social setting and analysis of units.

A. Sampling

1. Determination of Sample size under different designs and cost.
2. Estimation of population means and proportion, standard error, general issues in variance estimation.
3. Sampling and Non-sampling errors.
4. Sampling Frames: Sampling from perfect and imperfect frames.
5. Multistage sampling, purpose of stratification, choice of primary sampling unit, determining sample allocation in primary sampling units.
6. Probability proportion to size, selection, unequal probability of selection, estimation of sample weights, design weights, weights for unit non-response and post stratification.
7. Sampling of large scale demographic surveys (Design, Sample Size, and Content): DHS, WFS, NFHS, RCH, BSS, MICS, NSSO, IDHS etc.
8. Willingness-to-Pay (WTP) Surveys
9. Ethical Issues

B. Qualitative Data Collection Analysis

1. Systematic methods of qualitative data
2. Free listing, pile sorting and ranks analysis by ANTHROPAC package.
3. Focus group discussions and in-depth interview—thematic analysis and coding by ATLAS TI.
4. Social Networking, Synchronization of qualitative and quantitative data

C. Quantitative Data Analysis

1. Path Analysis: Path models with interaction and Non-linearity.
2. Multiple classification analysis: Basic concepts, assumptions of MCA model, unadjusted and adjusted values, unadjusted and adjusted R with suitable illustration, MCA with interactions and control variables
3. Factor Analysis and Principal Components: Basic Concepts, assumptions and Illustration of factor analysis with suitable illustrations.
4. Multinomial Logit Regression: The basic form of the multinomial logit model, presentation of results, interpretation of coefficients.
5. Discriminant Analysis.
6. Multilevel Analysis and its application
7. Willingness-to-pay survey.

D. Developing Research Proposal and Scientific Writing

1. Scientific Writing Week
2. To Developed a Research Proposal

Reading List

1. **Dillon, W. R. and Goldstein, M.,** (1984). *Multivariate Analysis*, John Willey and Sons, New York.
2. **Gujarati, D.N. and Sangeetha** (2007). *Basic Econometrics* (Fourth edition), Tata McGraw Hill, New Delhi
3. **Kalton, Graham,** (1983). *Introduction to Survey Sampling*, Sage Publications, Beverly Hills, London.
4. **Kish, L.** (1995): *"Survey Sampling"*, John Wiley and Sons, INC, New York.
5. **Murthy, M.N.** (1997): *Sampling Theory. and Methods*, Statistical Publishing Society, Calcutta, India.
6. **Retherford, Robert D. and Choe, Minja Kim.,** (1993): *Statistical Models for Casual Analysis*, John Willey and Sons, Inc. New York.
7. **Schenshul, S.L, J.J. Schenshul and M.D. LeCompte** (1999), *Essential Ethnographic Methods*, Altamira Press, New York.

OPTIONAL PAPERS

M3-A	FERTILITY AND REPRODUCTIVE RIGHTS	60 Hours
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Objective: The purpose of this course is to provide advance knowledge in the area of fertility and reproductive rights. Students will get acquainted with new and advanced method of fertility analysis. An emphasis is also given on existing theories of fertility and their critical review. In era of modernization, to understand nuptiality dynamics and issues regarding reproductive rights become essentials, especially in view of causes and consequences emerged from them in a society. Therefore, marriage and reproductive rights are also given due importance in this course.

1. **Review of Basic Measures of Fertility and Reproduction:**
Definition of natural fertility, fertility, fecundity, fecundability; Basic measures of fertility and reproduction; Cohort and period measures of fertility; Sources of fertility data; Nuptiality, Nuptiality Table and Measurements; Timings of Events-Age at first marriage, first birth, last birth, birth intervals, menarche, menopause, sterilization, Mean age childbearing; Tempo and quantum effects in fertility; Parity and birth order-distributions with Indian examples, Parity progression ratios (PPRs); Abortion (legal/illegal/safe/unsafe) and Measurement of Abortions; Birth and pregnancy histories; **Family Planning and Unmet Needa.**
2. **Estimation of Fertility and Analysis:**
Coale's fertility indices; Coale's-Trussel model of natural fertility; SMAM, P/F Method to estimate fertility; Decomposition of fertility; Age-pattern of Fertility, Estimating fertility through PPRs, Calculation of Bongaarts' Indices, Rele's method of estimating fertility, Reverse survival method of estimating fertility; Estimating fertility from Own-children data; Coale's (1981) Robust Procedure to Estimate fertility from single census; Estimating of fertility from CEB data using Gompertz relational model; Estimating fertility from historical data; Estimating sex ratio at birth, birth intervals, Probit analysis to estimate age of menopause; Long term fertility projections: Intergenerational Rationale and time series models
3. **Using Secondary Data/Official Statistics for Small Area Planning:**
Estimating number of births using different fertility indicators at district level, Total fertility rate from birth order statistics at district level, Problems of estimating fertility from HMIS data, Projection of fertility rate at smaller level, calculating different fertility indicators from vital registration and assessing its quality, Calculation of pregnancy, fertility rate and abortion rate from survey data, Estimating wanted and unwanted fertility rate from survey data. Small area estimation techniques to derive basic fertility indicators, estimation of duration of

RESEARCH METHODOLOGY

Learning objective: The main objective of this course is to impart knowledge and understanding of the principles and methods of social science research. The goal of this course is to equip students with the skill to prepare a scientific research proposal and conduct social science research.

Scientific Methods of Research

Definition of Scientific Research: Assumptions, Operations and Aims of Scientific Research.

Research Processes: Conceptual, Empirical and Analytical.

Phases of Research: Essential Criteria of Scientific Research Method.

Research Design

Observational Studies: Descriptive, explanatory, and exploratory, monitoring and evaluative studies.

Experimental Studies: Pre experimental design, True experimental Design, pre-test & post-test designs, Follow-up or longitudinal design, Panel Studies.

Threat to internal validity: Reliability and Internal-External validity.

Action research studies.

Measurement

Reliability and validity of measurement: Face, content, construct, convergent, concurrent, and predictive validity; Inter-coder reliability, stability, non random and random errors, scaling and composite indices.

Attitudinal Scales: Point scales, ranking scales, rating scales, limitations of attitudinal scales,

Types of Scales: Nominal and Ordinal Scale, Guttman, Likert, Semantic and Thurstone scales.

Methods of Data Collection

Quantitative Methods: Checklist schedules, questionnaire (mail method, interviews through telephone, internet and computers), interview schedule

(face-to-face interviews or personal interviews), Cross cultural variability and vignettes.

Questionnaire/interview schedule design and construction: Principles of constructing a questionnaire/ interview schedule, Types of questions, framing of questions (simple, delicate, personal matter), sequencing of sections and questions and Interview techniques.

Qualitative Method: Walk through and observation (participatory and non-participatory), Social mapping, key informant interview, In-depth interviews, Focus group discussion, content analysis, free listing, pile sorting, projective techniques, mechanical devices (camera, tape recorder), mystery client technique.

Sampling

Complete enumeration versus sampling.

Concept of sampling unit, sampling frame and sampling design.

Sampling methods: Simple random sampling, stratified sampling, systematic sampling, cluster sampling, and purposive sampling.

Multistage sampling in large-scale surveys, self-weighting designs, Stratification in multistage sampling.

Sampling and non-sampling errors, calculation of weights, sample size determination.

Data Collection, processing and analysis

Research ethics; At the level of respondent, community, organization and presentation of results

Fieldwork – interaction with community and respondent.

Editing, coding, data entry, validation, processing & analysis.

Writing research proposal and report

Purpose of a proposal/report

Content of proposal/report: Introduction, Review of Literature, Objectives and conceptual framework, Sources of data, Methods of data collection and analysis, Summary, conclusions and recommendations.

Footnotes, References/Bibliography, Appendices and Glossary

Research Methodology: Lab-exercise and field work

Application of Atlas Ti and ANTHROPAC in analyzing qualitative data,
Group Work- Field practices encompassing application of Research Methods

ng List

ial Readings :

- rnard, H. Russell, (1995): *Research Methods in Anthropology: Qualitative and Quantitative Approaches*, Altamira Press, Walnut Creek.
- ode W J and Hatt P K. 1952. *Methods in Social Research*. McGraw Hills, New York.
- sh, Leslie, (1995): *Survey Sampling*, John Wiley and Sons, Inc. New York.
- hr L. Sharaon., (1999): *Sampling: Design and Analysis*, Duxbury Press, London.
- anga S. K. and Lemeshow S., (1991): *Sample Size determination in Health Studies: A Practical Manual*, World Health Organization, Geneva.
- ukherji, P.N., (1999): *Methodologies in Social Science*, Sage Publications, New Delhi.
- lum W. 2006. An Assessment of Age and Data Reporting in the DHS Surveys, 1985-2003. DHS Methodological Report No. 5. Calverton, Maryland, Marco International Inc.
- yce A. Singleton and Bruce C. Straits, (1999): *Approaches to Social Research*, Oxford, Oxford University Press.
- ng P V. 1994. *Scientific Social Surveys and Research*. Prentice-Hall, New York (4th Edition).