

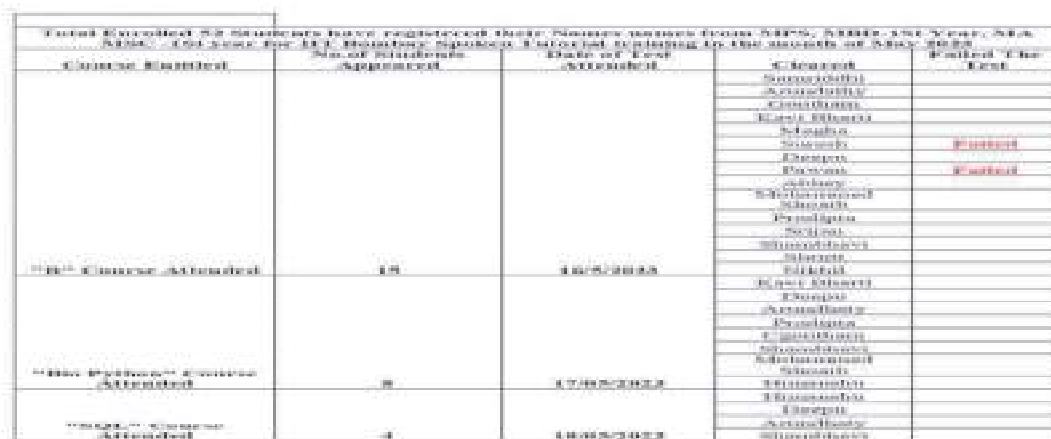
INTERNATIONAL INSTITUTE FOR POPULATION SCIENCES

GOVANDI STATION ROAD, MUMBAI 400 088

Programme 2:

Title of the Programme / Announcement: IIT SPOKEN TUTORIAL REPORT MAY 2023 (PROGRAMMING, R, BIO PYTHON, RDBMS, POSTGRESQL)

Number of Participants: Total 52 Students have registered and 13 students have attended the online test



The image shows a screenshot of a table with multiple columns and rows. The columns appear to be course names, registration status, and attendance status. Some cells contain text like 'Registered' and 'Attended'. There are also some red markings in the table, possibly indicating errors or specific data points. The table is partially obscured by a watermark.

Geo-tagged Photos of the Training Programme/Seminar/Memorial Lecture/Events. (At least 3 pictures)

Session held online, hence no pictures available to share

Brief Report:

Under the IITB-Spoken tutorial online courses, many students have successfully completed the online tests for various courses (batch-wise) in the month of May 2023.

Placement Cell

Submitted by

Geo-tagged Photos of the Training Programme/Seminar/Memorial Lecture/Events. (At least 3 pictures)



Brief Report:

INTRODUCTION The Placement Cell at the International Institute for Population Sciences organized a two days' workshop on "Basic and Advanced Analysis with Excel" on 2nd and 3rd September, 2023 . The workshop was organized in the Information, Communication, and Technology Unit's Computer Lab. This was the first workshop organized by the Placement Cell at IIPS for the academic year 2023-24. The goal of this workshop was the training on essential methodologies and functions regarding data analysis and making participants familiar with the basic as well as advanced MS-Excel tools.

After the workshop the students were expected to learn the following functions of the excel:

- }\ Introduction to all the tools of excel
- }\ Numeric Functions
- }\ String-text functions
- }\ Date-time function
- }\ Count, sum, average function with criteria
- }\ Lookup functions
- }\ Index, match, and index-match functions

Our placement cell member, Gitika gave a brief introduction to the workshop's Resource Person, Mr.Varun Kumar Anguralia, followed by an introduction to the IIPS Placement Cell. Felicitation Ceremony The resource person was felicitated by our Mrs. Nalini Ayyalasomayajula, Placement cum Communication Officer and thereafter the workshop started. **WORKSHOP** The two-day workshop entailed the understanding of excel from a beginner's perspective. The instructor began by giving a brief introduction to the sequence of the workshop. He stated the main aim of the workshop, which was to provide the participants with exposure to techniques of Data Analysis through Excel. He then started with basic functioning of the excel.

As per the current demand of the market, this workshop helped in sharpening one's skills using Excel spreadsheets and expanding their knowledge of the fundamentals of analyzing data. The resources person started with the basic functioning of the excel sheet and gradually take into the advanced level of analysis using excel sheet. The Workshop was divided into two sections Basics of Excel which was covered before the lunch break and after that the session covered Advanced level of Excel. This helped the students to gain a better understanding of the workshop and the result was reflected in our feedback form.

FEEDBACK

The Placement Cell surveyed the participants of the Basics to Advanced Excel Workshop. The total number students participated in the workshop was 97 and majority of the participants of the workshop found the workshop to be valuable. Around 26% of the participants gave the feedback as outstanding workshop. This was followed by excellent with 39% and very good with 32%.

Placement Cell

Submitted by

INTERNATIONAL INSTITUTE FOR POPULATION SCIENCES

GOVANDI STATION ROAD, MUMBAI 400 088

Programme 4:

Title of the Programme / Announcement: Pre –Placement Talk by Mr. Sarvesh Singh-head of Strategy &

Number of Participants: Over all 97 + Students have participated on both day’s workshop.

Student	Roll Number	Department	Student	Roll Number	Department
Ashwin	190010001001	BA	Ashwin	190010001001	BA
Ashwin	190010001002	BA	Ashwin	190010001002	BA
Ashwin	190010001003	BA	Ashwin	190010001003	BA
Ashwin	190010001004	BA	Ashwin	190010001004	BA
Ashwin	190010001005	BA	Ashwin	190010001005	BA
Ashwin	190010001006	BA	Ashwin	190010001006	BA
Ashwin	190010001007	BA	Ashwin	190010001007	BA
Ashwin	190010001008	BA	Ashwin	190010001008	BA
Ashwin	190010001009	BA	Ashwin	190010001009	BA
Ashwin	190010001010	BA	Ashwin	190010001010	BA
Ashwin	190010001011	BA	Ashwin	190010001011	BA
Ashwin	190010001012	BA	Ashwin	190010001012	BA
Ashwin	190010001013	BA	Ashwin	190010001013	BA
Ashwin	190010001014	BA	Ashwin	190010001014	BA
Ashwin	190010001015	BA	Ashwin	190010001015	BA
Ashwin	190010001016	BA	Ashwin	190010001016	BA
Ashwin	190010001017	BA	Ashwin	190010001017	BA
Ashwin	190010001018	BA	Ashwin	190010001018	BA
Ashwin	190010001019	BA	Ashwin	190010001019	BA
Ashwin	190010001020	BA	Ashwin	190010001020	BA
Ashwin	190010001021	BA	Ashwin	190010001021	BA
Ashwin	190010001022	BA	Ashwin	190010001022	BA
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Ashwin	190010001030	BA	Ashwin	190010001030	BA
Ashwin	190010001031	BA	Ashwin	190010001031	BA
Ashwin	190010001032	BA	Ashwin	190010001032	BA
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Ashwin	190010001042	BA	Ashwin	190010001042	BA
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Ashwin	190010001044	BA	Ashwin	190010001044	BA
Ashwin	190010001045	BA	Ashwin	190010001045	BA
Ashwin	190010001046	BA	Ashwin	190010001046	BA
Ashwin	190010001047	BA	Ashwin	190010001047	BA
Ashwin	190010001048	BA	Ashwin	190010001048	BA
Ashwin	190010001049	BA	Ashwin	190010001049	BA
Ashwin	190010001050	BA	Ashwin	190010001050	BA

Geo-tagged Photos of the Training Programme/Seminar/Memorial Lecture/Events. (At least 3 pictures)



Brief Report:

INTRODUCTION We are delighted to present this report on the Pre Placement Talk tailored for Master's students specializing in Biostatistics and Population Studies, with a focus on the pharmaceutical industry's dynamic landscape, particularly in the realm of clinical trials. This initiative was orchestrated under the collaborative efforts of our esteemed Course Coordinator and Placement Coordinator, reflecting a shared commitment to prepare our students for the exciting challenges and opportunities in the field. With an enthusiastic turnout, approximately 90 students actively participated in pre-placement talk.

From this pre-placement talk students get to know about: Implementation of statistical knowledge in the pharma sector. Introduction to clinical trials. Various companies' insights. Roadmap to link theoretical to practical study. Comprehensive talk on placement opportunities.

INAUGURATION

OVERVIEW OF THE TALK The pre-placement talk, facilitated by the Placement Cell and course coordinators, commenced with an insightful presentation by Sarvesh Singh. The focus of the talk was to introduce the field of clinical trials and pharmaceutical-related domains to statistics graduates aspiring to build a career in this sector.

Sarvesh Singh initiated the session by introducing PHUSE, shedding light on its significance in the context of pharmaceutical and clinical trial domains. He then delved into the key aspects of these fields, providing valuable insights for statistics graduates seeking opportunities in this domain.

Programming Insights: A significant portion of the talk was dedicated to programming, with a particular emphasis on SAS and R programming. Sarvesh highlighted the pivotal role these programming languages play in the industry, emphasizing the major tasks accomplished through them.

Company Insights: The talk also featured an exploration of different companies associated with or relevant to the pharmaceutical and clinical trial domains. Sarvesh provided valuable insights into the nature of work, opportunities, and trends within these companies, offering prospective candidates a clearer understanding of the industry landscape.

Question and Answer Session: Following the presentation, an interactive question and answer session provided attendees with the opportunity to seek clarifications, share their concerns, and gather additional information. This segment fostered a dynamic exchange of ideas and ensured that participants left the session with a comprehensive understanding of the discussed topics.

CONCLUSION

Mr. Sarvesh Singh's pre-placement talk effectively provided statistics graduates with a foundational understanding of the pharmaceutical and clinical trial domains.

By covering essential topics such as PHUSE, programming languages, and insights into relevant companies, the session equipped aspiring professionals with valuable knowledge to navigate their career paths in this specialized field. The interactive question and answer session further enhanced the engagement and enriched the overall learning experience.

FEEDBACK OF PARTICIPANTS

Clarity and Articulation Sarvesh demonstrated excellent presentation skills with clear and articulate communication. Complex subjects were explained in a manner that was easily understandable for the audience.

Overall Effectiveness The pre-placement talk successfully equipped statistics graduates with foundational knowledge, preparing them for potential careers in the pharmaceutical and clinical trial domains.

Comprehensive Overview

In conclusion, Sarvesh Singh's pre-placement talk offered a well-rounded and comprehensive overview, leaving attendees better informed and prepared for pursuing careers in their desired field.

Placement Cell

Submitted by

INTERNATIONAL INSTITUTE FOR POPULATION SCIENCES
GOVANDI STATION ROAD, MUMBAI 400 088

Programme 5:

Title of the Programme / Announcement: Pre-Placement Talk by Antara Foundation on 7th December 2023

Number of Participants: Over all 15 + Students have participated.

7/12/2023 Antara Foundation

S.NO	Name	class	Contact	Signature
1.	Shruti Mishra	MBA 2 nd year	8840605333	
2.	Shamshani Pandey	"	6302607042	
3.	Hemanshu Jadhav	"	8873709175	
4.	ANKUSH ANSUMANI	MBA 3 rd	7637575210	
5.	अनुषा अक्षय	MBA 2 nd	887501075	
6.	Amanjiv Patil	MA/MR 2 nd year	9617406001	
7.	Ruman Alam	- do -	8709046921	
8.	ASHIKA	MA/MR	6006241974	
9.	Vishal Jadhav	MA/MR	7657566909	
10.	Suman Kumar	MA	9967052251	
11.	Ashwin Arunth	MA	11	
12.	Sahil Patil	11	11	
13.	Nishi Kulkarni	MBA		
14.	Pooja Patil	MBA		
15.	Shreyas Shinde	MBA/MR	789092637	

Geo-tagged Photos of the Training Programme/Seminar/Memorial Lecture/Events. (At least 3 pictures)



Brief Report:

The Antara Foundation Fellowship stands out as a pinnacle program in the development sector, attracting some of India's brightest young professionals for a transformative 12-month experience. This report delves into the distinctive features of the fellowship, focusing on its rigorous and experiential nature, as well as its unique blend of hands-on practice, leadership development, and mentorship from industry veterans. This immersive experience is designed to improve maternal and child health in rural India.

The goals of The Antara Foundation:

Experiential Learning Pedagogy: At the core of the fellowship is an experiential learning pedagogy that sets it apart. Fellows are not merely passive recipients of knowledge; instead, they actively engage with their previous experiences, incorporating them into new observations. This dynamic approach empowers fellows to experiment, fostering adaptability and creativity in their approach to addressing challenges.

Grassroots Immersion:

The fellowship prides itself on being one of the most grassroots immersive programs in the development sector. Fellows are not confined to traditional classroom settings; instead, they work directly at the grassroots level, gaining a firsthand understanding of the challenges faced in rural India. This hands-on experience equips them with a nuanced perspective and the practical skills needed to make a tangible impact.

Leadership Development:

A unique aspect of the Antara Foundation Fellowship is its focus on developing empathetic leaders. Through a combination of mentorship from industry veterans and hands-on practice, fellows learn to drive innovation, take ownership of projects and outcomes, and build critical leadership skills. The program nurtures leaders who are not only adept problem solvers but also possess a deep understanding of the communities they serve.

Project Opportunities:

In alignment with the Antara Foundation Fellowship, a set of small projects have been identified that provide fellows with hands-on experience and the opportunity to make a tangible impact in the field of maternal and child health. These opportunities are diverse and include roles in Monitoring and Evaluation (M&E), Communications, and various fieldwork-related positions.

1. Monitoring and Evaluation (M&E):

- Fellows have the chance to contribute to the assessment and improvement of ongoing programs related to maternal and child health.
- Responsibilities may include data collection, analysis, and reporting on key health indicators.
- M&E positions provide a valuable opportunity for fellows to understand the impact of interventions at the grassroots level.

2. Communications:

- Fellows can take up roles in communications to amplify the impact of initiatives and share success stories.
- Tasks may include creating content, managing social media channels, and engaging with local communities to raise awareness about maternal and child health issues.

3. Fieldwork Positions:

- Various fieldwork opportunities are available for fellows to directly engage with communities and implement health initiatives.
- Roles may involve conducting health awareness campaigns, organizing community events, and collaborating with local healthcare providers.

Application Process:

Interested candidates can apply for these small project opportunities by submitting their applications before the deadline on 10th December 2023. The application process includes three rounds of evaluation:

1. First Round – Based on Assignment

- Applicants will be given a specific task related to the project area to assess their practical skills and problem-solving abilities.

2. Second Round - Group Discussion (GD):

- Successful candidates from the assignment round will participate in a group discussion to evaluate their teamwork and communication skills.

3. Third Round - Personal Interview with PI: -

The final round involves a one-on-one interview with the Program Instructor (PI) to assess the candidate's motivation, commitment, and alignment with the fellowship's values.

CONCLUSION

In conclusion, The session was attended by 20 students from the MBD and MA/MSc population studies 2nd year course. The Antara Foundation Fellowship stands as a beacon in the developmental sector, providing a transformative experience for young professionals committed to making a difference. The blend of experiential learning, grassroots immersion, and leadership development creates a holistic approach that prepares fellows to address the complex challenges in improving maternal and child health in rural India. The diverse positions offer a unique platform for fellows to become empathetic leaders, driving innovation and making meaningful contributions to the community.

Placement Cell

Submitted by

INTERNATIONAL INSTITUTE FOR POPULATION SCIENCES
GOVANDI STATION ROAD, MUMBAI 400 088

Programme 6:

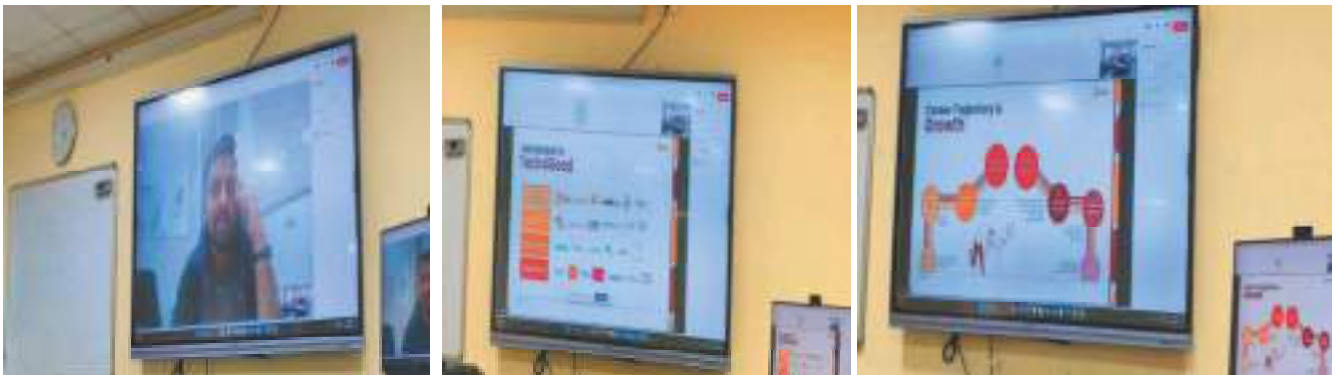
Title of the Programme / Announcement: Pre-Placement Talk by Dhvani Rural Systems on 18th December 2023

Number of Participants: Over all 10 + Students have participated .

18/12/2023 Dhvani Systems

Sr.	Name	Course	Grade	Signature
1.	Nikhil Kalbhor	MCD		Nikhil
2.	Thakur Manoj Subhadu	MA-MSC II nd yr		Manoj
3.	Panwarmanwar N.	MCD		Panwar
4.	Shiraj Shiraj	MA-MSC II nd yr		Shiraj
5.	Jayashree Jadhav	MCD 2 nd Yr		Jayashree
6.	Ramani Sile	NA/NA 2 nd yr		Ramani
7.	Anam Patil	do		Anam
8.	Pandhar Prasad	MCD		Prasad
9.	Tarishif Jagtap	MCD		Tarishif
10.	Manish Keshvani	MA-MSC II		Manish

Geo-tagged Photos of the Training Programme/Seminar/Memorial Lecture/Events. (At least 3 pictures)



Brief Report:

A captivating pre-placement talk was held on January 18th, 2024, where our respected Placement Officer, Mrs. Nalini Ayyasomayajula, introduced the esteemed speaker, Mr. **Gitesh Agarwal**, representing Dhwani Rural Information Systems (RIS). Mr. Agarwal, an accomplished professional, played a pivotal role in the session, shedding light on the remarkable journey of Dhwani RIS and the exciting career avenues it offers.

Dhwani Rural Information Systems, established over six years ago, is a prominent advisory and consulting firm headquartered in Delhi NCR, India. Specializing in the social and development sector, the company boasts a robust team of over 100 ICT4D (Information and Communication Technologies for Development) professionals. The team is a diverse blend of development professionals, technology enthusiasts, software engineers, and analysts. The company prides itself on being a dynamic force, creating IT applications for NGOs, Government bodies, CSR initiatives, and International Funding Organizations. Their solutions are designed to manage projects and programs in India and abroad efficiently.

During the pre-placement talk, it was emphasized that Dhwani RIS constantly recruits from esteemed institutions such as IRMA, TISS, XISS, ISDM, APU, and more, highlighting their commitment to bringing in top-tier talent from reputed educational institutions.

Job Opportunities:

The company is actively seeking individuals for the role of Analyst. The prospective candidates are expected to share an interest in leveraging data and technology for social good. The job involves collaborating with various teams and stakeholders to manage the delivery of multiple projects. The focus areas include Tech Platforms for CSR Grant Management and meeting the Monitoring & Evaluation (M&E) requirements of clients.

The recruitment process comprises three stages: Profile Screening Round (Online), 1st Round Interview, and Final Round Interview. Successful candidates can expect a competitive salary in the range of 4.5 - 6 LPA.

Recruitment Process:

The recruitment process for the Analyst position involves a Profile Screening Round conducted online, followed by a 1st Round Interview and a Final Round Interview

Goals:

Dhwani RIS aims to continue its impactful work in the social and development sector by harnessing the potential of technology. The company envisions creating solutions that enable organizations to monitor and evaluate their programs for maximum impact. By operating seamlessly across everyday operations, Dhwani RIS contributes to the effectiveness and efficiency of projects in both domestic and international settings.

In conclusion, the pre-placement talk by Dhwani Rural Information Systems provided valuable insights into the company's work culture, recruitment practices, and the Analyst position. Aspiring candidates from the International Institute for Population Sciences, Mumbai, gained a comprehensive understanding of the opportunities available and the expectations from potential employees.

Placement Cell

Submitted by

INTERNATIONAL INSTITUTE FOR POPULATION SCIENCES
GOVANDI STATION ROAD, MUMBAI 400 088

Programme 7:

Title of the Programme / Announcement: Pre-Placement Talk Wish Foundation by Mr. Chayan Roy on 1st February 2024

Number of Participants: Over all 30 + Students have participated.

Name	Batch	Contact
Ganesham K. Pradeep	MHD 2024	9562590894
ABHINAVK RAI	MA-MSC	7367019959
Pooorvi Paudel	MPS 2024	8118492342
Prati Maurya	MPS 2024	7376354287
Sakshi Singh	MPS 2024	6488144484
Pawan Kumar Wadke	MHD 2024	9960473886
Anandha Krishnam MS	MPS 2024	9605301933
Somenath Mendral	MPS 2024	6295507015
Anandha Krishnam MS	MPS 2024	9605301933
Kanchan Wankhade	MA-MSC	9139141714
Mansi Thakar	MA-MSC	7448276631
Anshuman Bag	MA-MSC	8426342731
Dhansaji Halder	MA-MSC	8145134734
Krishna Dornalgalle	MHD 2024	7378848801
Arundhathy K	MHD 2024	8078462239
Devika K.V	MHD 1st Year	9446058976
Hithashree B.S	MHD 1st Year	9354027565
Mubhina V.S	MHD 1st Year	8390176363
Geetash Datta	MHD 1st Year	9130519615
Achayans Goswami	MA-MSC 1st Year	9707271749
Poulami Sarkar	MA-MSC 1st Year	6297000159
Sandip Kumar Mandal	MA-MSC 1st Year	7047778148

Jambhavi Mhatre	MA-MSC 1st Year	6477683471
Tarun Rai	MA-MSC 1st Year	9628009237
Happy	MA-MSC 1st Year	7056433186
Chitika Kishor	MA-MSC 1st Year	8409336639
Chhannagati Mahata	MA-MSC 1st Year	6411752776
Rashmi Vishwakant	MA-MSC 1st Year	9823233048
Shital Madhukar Magare	MA-MSC 1st Year	9322260359
Aaryan Varma	MA-MSC 1st Year	7488043340
Abhinav Sahu	MA-MSC 1st Year	7077430561
Souvik Sarkar	MA-MSC 1st Year	8270273292
Chiranjeev Sa	MA-MSC 1st Year	7608066950
Vinhal Santosh Sonu	MA-MSC 1st Year	9687807453
Hastina Nath	MHD 1st Year	7436988542
Kavya Mishra	MHD 1st Year	6606377815
Vivek Kumar Das	MA-MSC 1st Year	6204034749
Jayveer Patil	MHD 1st Year	8275710980
Omkar Ojha	MHD 1st Year	639441204
Nashima K	MHD 1st Year	8390347871
Laxmi Agarwal	MHD 1st Year	865219070
Abhinav Kumar	MHD 1st Year	8469712443
Sanjay Kumar	MHD 1st Year	8451082948

Geo-tagged Photos of the Training Programme/Seminar/Memorial Lecture/Events. (At least 3 pictures)



Brief Report:

WISH Foundation held an inspiring talk on February 1st, 2024. Our esteemed Placement Officer, Dr. T.R. Dilip, warmly introduced the session's speaker, Mr. Chayan Roy Choudhury, a proud alumnus of our institute and currently the Post Associate Director of Learning & Impact at WISH Foundation. Mr. Choudhury, alongside his colleagues, shared valuable insights and opportunities, paving the way for exciting career possibilities for our students.

Founded in 2014 by the Lords Education and Health Society (LEHS), WISH is a non-profit organization dedicated to improving access to quality primary healthcare in India. It operates as the flagship program of LEHS, focusing on scaling innovative solutions and creating an equitable healthcare ecosystem. WISH primarily operates in public-private partnerships with state governments, international agencies, and the private sector LEHS|WISH's Diverse Approach to Supporting India's Healthcare System LEHS|WISH, now working in Eight States and they expanding soon to 15 States. Rajasthan: Direct implementation of primary healthcare delivery, taking an active role in service provision. Delhi: Knowledge management support for the Aam Aadmi Mohalla Clinics, offering expertise without direct implementation. Madhya Pradesh, Uttar Pradesh, and Assam: Advisory services on primary health, digital data monitoring, and capacity building, empowering these states to manage their systems.

Improve access to quality primary healthcare: WISH focuses on strengthening existing public healthcare facilities and piloting innovative service delivery models. Reduce out-of-pocket expenses: The initiative aims to make primary healthcare more affordable by improving efficiency and utilizing technology to reduce costs. Empower communities: WISH actively engages communities to ensure ownership and sustainability of healthcare programs. Bridge the urban-rural healthcare divide: By focusing on rural and underserved areas, WISH seeks to address geographical disparities in healthcare access. Promote preventive healthcare: The initiative encourages early detection and management of chronic diseases through awareness campaigns and screening programs. Leverage technology: WISH actively integrates technology like telemedicine and mobile health solutions to enhance healthcare delivery.

Opportunities

1. Fellow ship for PhD students :- WISH Foundation provides fellowship for last year PhD students who are pursuing research in health care sector which will contribute to the foundation.
2. Paid Internship :- WISH Foundation provides paid summer internship for Masters Students.
3. L&E Position :- WISH Foundation provides job opportunity for masters and PhD students.

Application Process

Applications are accepted through the placement office, which will then route them to the appropriate HR representative within the organization.

Conclusion

Overall, the pre-placement talk provided valuable insights into the WISH Foundation and its commitment to improving healthcare access in India. 70 students took part in this talk Additionally, the information presented on career opportunities likely sparked the interest of participating students.

Placement Cell

Submitted by

INTERNATIONAL INSTITUTE FOR POPULATION SCIENCES
GOVANDI STATION ROAD, MUMBAI 400 088

Programme 8:

Title of the Programme / Announcement: Campus Placement Drive with Pfizer Healthcare India Pvt. Ltd on 7th March 2024

Number of Participants: Over all 13 Students have shortlisted for final round interview process

Sl. No	Name of the Student	Gender	Mobile Number	Email Id
1	Prodipta Mandal	Female	9330251761	prmn778@gmail.com
2	Kavi Bharathi	Male	9500841439	kavibharathi149@gmail.com
3	Shambhavi Pandey	Female	6387507013	pandey1919@gmail.com
4	Srijan Banerjee	Male	9836225048	srjanb007@gmail.com
5	Rayhan Rahman	Male	7719111077	rayhanrahman7719@gmail.com
6	Nizatoli Tsuqu	Female	6009238785	nizatolikihoswu@gmail.com
7	Abhay Mishra	Male	9005626527	mishraabhay740@gmail.com
8	Nasir Mamoon	Male	7417248539	nasirmamoon123@gmail.com
9	Muhammed Hisham M	Male	6606921720	hishamm190@gmail.com
10	Himanshu Jaiswal	Male	8873707175	himanshulips369@gmail.com
11	Alisha	Female	9608053778	alisha_24121999@gmail.com
12	Ipsita Mali	Female	6563830588	iamipsitamali@gmail.com
13	Arundhathy K	Female	8078462359	arundhathy179@gmail.com

Geo-tagged Photos of the Training Programme/Seminar/Memorial Lecture/Events.



Brief Report:

This report provides an overview of the on-site internship opportunity offered by Pfizer Healthcare India Pvt. Ltd. in collaboration with the Placement Cell. The internship was aimed at students interested in Statistical Data Sciences & Analytics, specifically located in Chennai.

Background:

Pfizer Healthcare India Pvt. Ltd. is a leading pharmaceutical company known for its innovative approaches in healthcare. The Placement Cell serves as a bridge between Pfizer and educational institutions, facilitating the recruitment process.

Special Acknowledgment:

We extend our heartfelt gratitude to Ms. Nalini Ayyalasomayajula, the dedicated Placement Cell Officer, and Dr. Dilip T.R., the astute Coordinator of the Placement Cell, whose unwavering support and guidance paved the way for our participation in the esteemed Pfizer hiring process.

Candidate Summary:

Total Applicants:

30 master's students specializing in Biostatistics applied for the internship opportunity.

Candidates Selected for Initial Rounds:

15 students were shortlisted based on their performance in written tests and group discussions.

Final Interview Round: 10 students were further selected for the interview stage.

Final Selection: After rigorous interviews, 6 students were offered internship positions.

Recruitment Activities:

Application Process: Students submitted their resumes and academic transcripts to the Placement Cell.

Written Tests and Group Discussions: Shortlisted candidates underwent written tests followed by group discussions to assess their analytical and communication skills.

Interviews: The top 10 candidates from the initial rounds were invited for interviews conducted by Pfizer representatives.

Placement Statistics: Number of Candidates Placed: 6 students were selected for the internship positions.

The internship selection process successfully identified and recruited 6 talented master's students specializing in Biostatistics for internship positions at Pfizer Healthcare India Pvt. Ltd. The collaboration between Pfizer and the Placement Cell facilitated the seamless execution of the selection process.

Placement Cell

Submitted by

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



International Institute for Population Sciences (Deemed to be University)

Govandi Station Road, Deonar,
Mumbai-400088, Maharashtra
Tel: 91-22-42372400; Fax: 91-22-25563257

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

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**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:		
Equipments:		
Protocols:		
f. Are you aware if this study/similar study is being done elsewhere or done by other student?	Yes	No
If Yes, write details		

<p>13. Description of the risks/benefits posed by the proposed study which research participants may/will suffer/get as well as the level of risk/benefit (please consider any discomfort, pain/physical or psychological problems/side-effects, persecution, stigmatization or negative labeling)</p> <p>Benefit:</p> <p>Risk:</p> <p>How will you address the risk?:</p>		
<p>a. Are the risks reasonable compared to the anticipated benefits to subject/community/country?</p> <p>b. Are there physical / social / psychological risk / discomforts?</p> <p><input type="checkbox"/> If Yes, Minimal or no risk</p> <p><input type="checkbox"/> More than minimum risk</p> <p><input type="checkbox"/> High risk</p>	<p>Yes</p> <p>Yes</p>	<p>No</p> <p>No</p>
<p>14. Type of Study: <input type="checkbox"/> Behavioral <input type="checkbox"/> Epidemiological <input type="checkbox"/> Basic Sciences</p> <p> <input type="checkbox"/> Clinical: <input type="checkbox"/> Single center <input type="checkbox"/> Multicenter</p>		
<p>15. Status of Review: <input type="checkbox"/> New <input type="checkbox"/> Revised</p>		
<p>15.a. If Revised date of First Submission (dd/mm/yy):</p>		
<p>15.b. If Revised, no of revisions till now: <input type="text"/> <input type="text"/></p>		
<p>16. Any external funding to execute field work <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>17. Sample selection:</p>		
<p>a. Sample Size :</p>		
<p>b. Duration of data collection :</p>		
<p>c. Will respondents from both sexes be recruited:</p> <p> If Yes, sample size</p>	<p>Yes</p> <p><input type="checkbox"/> Male</p>	<p>No</p> <p><input type="checkbox"/> Female</p>
<p>d. Inclusion / exclusion criteria given:</p>	<p>Yes</p>	<p>No</p>
<p>e. Type of subjects:</p>	<p>Volunteers</p>	<p>Patients</p>

f. Vulnerable subjects (Tick the appropriate boxes)	Yes	No
<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 (Tick the appropriate boxes)	Yes	No
<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 : <input style="width: 150px; height: 20px;" type="text"/>		
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	Yes	No
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	
*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/sets 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
Student Research Ethics Committee**

Date:

**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="checkbox"/>

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 ?	Yes	No
If Yes, attach details		

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	<input type="checkbox"/>
vi. Vulnerable subjects	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
(Tick the appropriate boxes)			
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 <input type="checkbox"/>		
vii. Special group subjects	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
(Tick the appropriate boxes)			
captives <input type="checkbox"/>	institutionalized <input type="checkbox"/>	employees <input type="checkbox"/>	
students <input type="checkbox"/>	nurses/dependent <input type="checkbox"/>	armed <input type="checkbox"/>	
any other <input type="checkbox"/>	staff <input type="checkbox"/>	forces <input type="checkbox"/>	
6. Privacy and confidentiality			
i. Study involves -		Direct Identifiers	<input type="checkbox"/>
		Indirect Identifiers/coded	<input type="checkbox"/>
		Completely anonymised/ delinked	<input type="checkbox"/>
ii. Confidential handling of data by staff		Yes	No
7. Use of biological/ hazardous materials		Yes	No
i. Use of fetal tissue or abortus			
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):			
<p align="center"> Facility not available in India <input type="checkbox"/> Facility in India inaccessible <input type="checkbox"/> Facility available but not being accessed <input type="checkbox"/> If so, reasons... </p>			
8. Consent : *Written <input type="checkbox"/> Oral <input type="checkbox"/> Audio-visual			
i. Consent form : (tick the included elements)			
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"/>
*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 i. Is there a data & safety monitoring committee/ Board (DSMB)?	Yes	No
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