

CENTRE FOR THE STUDY OF CULTURE AND SOCIETY **HANDBOOK**

INTRODUCTION

This Handbook is published by the Centre for the Study of Culture and Society (CSCS). It outlines the policies and procedures concerning the Faculty/Fellows, Staff and Students at CSCS. It includes a description of the CSCS structure and governance, and policy intent statements on equal opportunity and non-discrimination. The Handbook also contains necessary information for Faculty and Staff relating to their employment such as appointments, sabbaticals and leave, general office procedures and grievance procedures. For students, information is provided that relates to admission policy and procedures, courses, academic expectations and monitoring, examinations and awarding of degrees. Additionally, the Handbook outlines general policy guidelines on open expression, sexual harassment, privacy and access to information.

Director
Centre for the Study of Culture & Society

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PART I

STRUCTURE AND GOVERNANCE

1. FOUNDING AND GOVERNANCE

The Centre for the Study of Culture and Society (CSCS) was established as a trust in 1996. The object of founding CSCS was to initiate, support and promote the study of culture relating broadly to the humanities and social sciences; to encourage research, documentation, and theory of social, economic, cultural, historical and political developments in India and outside; to generate projects, research positions and fellowships in order to initiate programmes for research, communication and archival documentation in the areas of media, urbanisation, political, historical and cultural phenomena as they prevail in India and elsewhere; to undertake dissemination of information and education of people in general, by formal and informal means. The Trust Deed is available for scrutiny with the Administrative Officer of CSCS.

a. The Board of Trustees:

(i) Members of the Board: The First Board of Trustees was constituted with Tejaswini Niranjana as the Chairperson, Ashish Rajadhyaksha as the Managing Trustee and M. Madhava Prasad as Trustee. The Board includes any other member/s as may be appointed by the Trustees, with the total number of persons on the Board not exceeding seven. The current list of trustees is available with the Administrative Officer of CSCS.

(ii) Board Meetings: The Board of Trustees meets twice a year to review CSCS's academic progress and its activities. At the April-May meeting, Trustees examine and note the annual receipts and payments statement, the balance sheet, and the income and expenditure account for the financial year. The mid-year (September-October) meeting, in addition to academic reviewing, also examines a six-monthly statement of accounts. At both meetings, Trustees review the institutional reports produced by the Director on behalf of the Executive Committee; they further review the academic progress of individual faculty members, and review various projects of CSCS. Finally, the Trustees take formal note of all resolutions passed by the Executive Committee during the past six months prior to Trustee meetings. Conventionally, all CSCS Faculty, including its Senior Fellows, Fellows, and Associate Fellows are invited to join the meeting of the trustees, and to participate as directed by the chair. The CSCS auditor is also invited to participate in the Board Meetings. There shall be a clear notice of twenty-one days for Board meetings. Four members shall form a quorum for the Board meetings. In the event of there being no quorum for the meeting, the Chairperson shall adjourn the meeting for a period of sixty minutes, after

which the Board may meet without the required quorum.

1. The agenda shall be circulated at least one week prior to the Board Meeting. The Chairperson may, at his/her discretion, also permit discussion of other subjects brought up for the Board's consideration by the members without prior notice.

2. The minutes of the Board Meeting shall normally be circulated within ten days of the meeting. Members may suggest corrections/amendments within eight days of receipt of the minutes.

(iii) Role of the Trustees in Governance: The Trustees appoint an Executive Committee that consists of the Senior Fellows employed by the Trust. The Executive Committee is responsible to the Trustees for decisions regarding appointments to the Faculty and the day-to-day functioning of the Trust. The Trustees may, if they so wish, send to the Chairperson of the Board any subject/s for inclusion in the agenda. Such requests should reach the Chairperson at least one week before the date of the meeting.

(iv) The Chairperson: The Trustees elect a Chairperson from amongst themselves. The tenure of the Chair is as specified by the Board. The Chairperson is responsible for the smooth conduct of Trustee meetings, and for ensuring the adequate coverage of all items placed on the agenda, including all items added with the Chair's permission.

b. The Executive Committee

(i) Members of the Executive Committee: The Executive Committee (henceforth EC) is composed of Senior Fellows who are vested with voting rights. Conventionally, the Executive Committee invites all faculty members to participate in its meetings.

(ii) Executive Committee Meetings: Executive Committee meetings take place at least once a month, but may be convened more often as and when deemed necessary by the Director.

(iii) Role of the Executive Committee in Governance: The Executive Committee reviews the academic progress of CSCS, the progress of all CSCS projects, accounts, and all other matters pertaining to the functioning of CSCS. All procedural decisions pertaining to the governance of CSCS are proposed in the form of a Resolution at an EC Meeting, and if it receives a majority of votes cast, it is passed. Any Resolution passed in this manner is necessarily conveyed to the Board of Trustees.

(iv) Commencement: All resolutions of the Executive Committee shall come into force immediately after they are passed or as specified in the resolution.

(v) The Director: The Senior Fellows of CSCS elect a Director from one amongst them.

c. The Director

The Director is a Senior Fellow, elected from amongst the Senior Fellows of the Centre for a term of three years, and is responsible for the day-to-day functioning of CSCS. S/he is the chief administrator at CSCS and answerable to the Executive Committee. S/he is empowered to set up other (sub) committees to deal with specific matters associated with the running of CSCS, being entitled to be present on all such committees as an ex-officio member. In the event that the Director is on leave, s/he shall nominate another Senior Fellow to assume his/her role.

(i) Responsibilities of the Director:

Convening EC meetings no less than once a month; preparing for Trustees' meetings twice a year (usually in May and October), which includes assembling Faculty work reports, Accounts and Minutes of the previous Trustees' meeting and generating an agenda for planned meetings;

Overseeing the annual Peer Review of CSCS;

Liaisoning with all donor agencies of the Centre; with collaborating institutions (unless allotted to other Faculty) and producing funder reports when required;

Overseeing all faculty recruitment/affiliations;

Day-to-day functions of the Director include coordinating with the Centre's Administrative Officer;

Coordinating all Committees of the Centre including the Executive Committee; coordinating the general academic calendar of CSCS, approval and authorisation of all CSCS expenditure as well as sanctioning all leave of faculty.

Finally, the Director is responsible for initiating grant proposals, coordinating Workshop and Conference Plans, and in charge of supervising acquisitions of land, buildings and permanent assets of CSCS.

(ii) Election of the Director: The Director is elected through simple majority by the Senior Fellows amongst themselves.

(iii) Impeachment of the Director: The Director may be, in extreme instances of widespread mistrust/disaffection of his/her capabilities, impeached when not less than two-thirds of all the Faculty Members vote for his/her impeachment. The motion for impeachment shall be proposed by one member of the Faculty and seconded by not less than two other Faculty Members.

d. **The Faculty**

(i) **Appointment of Faculty**: CSCS appoints Faculty from time to time under various categories such as Senior Fellows, Fellows, Associate Fellows, or other Faculty under specific programmes run by CSCS. Details of the procedure for appointment of faculty members are provided in Part II of this Handbook.

(ii) **Academic Role of Faculty**: Faculty members shall be free to pursue their academic interests without interference from CSCS governing structures. All Faculty is expected to conduct research of a quality acceptable to CSCS, to make that research available for CSCS' (and when necessary external) evaluation, to publish their work and be a regular part of the intellectual life at CSCS. Further, all Faculty members are expected to teach at various levels as required by the Executive Committee or the relevant academic committees. Faculty members are additionally required to qualify as guides wherever applicable with Universities to which CSCS is affiliated. They are required to guide Ph.D. students in accordance with CSCS guidelines. (A copy of the Ph.D. Programme Guidelines is annexed to this Handbook and marked as **Appendix – A**).

(iii) All faculty members are normally required to be present on all working days, unless s/he has applied for and obtained leave of absence. Faculty shall apply for leave in the prescribed form available with the Administrative Officer of CSCS.

(iv) Faculty are permitted to conduct consultancies in accordance with the consultancy policy detailed in Article 8 of this rule book.

(v) Every member of the faculty shall submit work reports as required by the EC for presentation at the meetings of the Board of Trustees.

(vi) **Role of Faculty in Governance**: All members of the Faculty are appointed to Committees that are set up by the Director for specific purposes. They are also invited to participate in the Executive Committee meetings. In addition to their teaching and research they are required to undertake any administrative functions deemed necessary by CSCS.

e. **Committee Structure at CSCS**

The Director, with the approval of the EC, may form such committees as s/he sees fit for any of the purposes and activities of CSCS. The Director shall be the ex-officio member of the Committees, which shall preferably comprise representatives of the Faculty, Staff and Students as may be required. The following Committees have been set up at present:

- i. Administrative Committee
- ii. Library Committee
- iii. Talks Committee

- iv. Maintenance Committee
- v. Media Archive Committee
- vi. International Academic Programmes Committee
- vii. PhD Committee
- viii. Student Affairs Committee

2. RELATIONSHIP WITH UNIVERSITIES AND INSTITUTIONS

a. Courses Offered by CSCS and Affiliations

(i) Ph.D. Programme: CSCS conducts several Ph.D. Programmes. These programmes are validated by various universities which are the degree-granting institutions. While CSCS remains administratively and academically responsible for all details concerning its programmes and their commitments, the degree-granting procedures are dependent on the procedures of the universities granting the degrees, and may vary from instance to instance.

The Universities presently validating CSCS Ph.D. Programmes are:

- a. Kuvempu University: Ph.D. in Cultural Studies.
- b. Manipal Academy of Higher Education (MAHE): Ph.D. in Cultural Studies.
- c. University of Ulster (UU): CSCS is presently conducting a three-year Ph.D. in Comparative Film Studies, which is a co-guided programme. Faculty from CSCS as well as the Department of Media and Performance Studies at UU supervise students in accordance with the relevant guidelines.

(The guidelines of affiliated universities mentioned above in **Appendix E** of this document. They are also available with the administrative officer, CSCS, and with the Universities themselves).

(ii) Post-graduate Diploma in Cultural Studies:

This Diploma is offered by CSCS, and involves eight credits from four courses taught at the Ph.D. level.

(iii) Cross-Validation:

CSCS has a cross-validation arrangement with the National Law School of India University: As part of this arrangement, courses offered at CSCS might be cross validated by the National Law School and vice versa. A course titled 'Law, Rights and Culture' has been offered to Ph.D. students at CSCS since August 2004 is simultaneously offered to final year students at the National Law School of India University (NLSIU).

(iv) M.A. Programme in Cultural Studies: In 2004-05, CSCS conducted the first year of an online M.A. programme in Cultural Studies under the Distance Education Centre of Kuvempu University. Due to procedural difficulties experienced by the University, this course has been temporarily suspended. It will resume as soon as the difficulties have been sorted out.

(v) Undergraduate Diploma in Cultural Studies: This programme is conducted entirely by CSCS, and validated by other institutions. Institutions presently validating the undergraduate programme are: The Christ College Department of Journalism and St. Joseph's College, Bangalore.

(vi) Liability of CSCS: CSCS will make every effort to ensure that all the programmes mentioned in this section are run smoothly and will aim to protect the interests of its students at all times. However, as CSCS is not the degree-awarding institution, it takes no responsibility for extraordinary situations arising out of unilateral decisions made by the degree-awarding institution and which prejudicially affect the interest of CSCS students. Examples of such contingencies might be a summary withdrawal of recognition to CSCS as a research and study centre by the validating university or changes in government policy that adversely affect the interests of students at CSCS.

b. Academic and Research Partnerships

CSCS actively seeks, as part of its academic mandate, to enter into academic and research partnerships with various institutions and organisations, both locally and internationally. Such academic/research partnerships are intended to:

- (i) Widen the academic resource base of CSCS;
- (ii) Enable bilateral and multi-lateral intellectual partnerships to emerge at the student and faculty levels;
- (iii) Enable collaborative programmes, such as conferences, workshops, joint teaching initiatives etc;
- (iv) Assist student placements upon completion of their doctorates;
- (v) Generate a vibrant, independent, academic location to emerge, and demonstrate the viability of such locations; and
- (vi) Participate in the academic and institutional responsibilities inherent in the transition from state funding to globalised economies.

A list of the institutions with whom CSCS academically collaborates is available from the Administrative Office on request.

PART II **FACULTY POLICIES AND PROCEDURES**

3. POLICY ON ACADEMIC FREEDOM AND RESPONSIBILITY

It is the policy of CSCS to maintain and encourage freedom of inquiry, discourse, teaching, research, and publication and to protect any member of the academic staff against influences, from within or without CSCS, that would restrict him or her in the exercise of these freedoms in his or her area of scholarly interest. However, the faculty member's conducting of the research should not violate the institutional policies and procedures as set forth in the research policies of the Centre. It is expected that the faculty member at all times show respect for the opinions of others, and should indicate when he or she is not speaking for the institution.

Political Activities of Faculty Members: Faculty members, as citizens, are free to engage in political activities. When so doing, however, they must speak as individuals and in no way consciously represent CSCS. Where necessary, leaves of absence may be given for the duration of an election campaign or a term of office, on timely application, and for a reasonable period of time. The terms of such a leave of absence shall be set forth in writing, and the leave will not affect unfavourably the tenure status of a faculty member, except that time spent on such leave will not count as service unless otherwise mutually agreed to.

4. STRUCTURE OF ACADEMIC FACULTY

The regular faculty members at CSCS are appointed in the following categories:

- a. Senior Fellows
- b. Fellows
- c. Associate Fellows

Short-duration Visiting Faculty in all three categories may also be appointed from time to time.

5. APPOINTMENTS AND PROMOTIONS

- a. **Terms and Conditions of Appointment:** The terms and conditions of every appointment to the faculty will be stated or confirmed in writing, and a copy of the appointment document will be supplied to the faculty member by the Director. Any subsequent extensions or modifications of an appointment, and any special understandings, or any notices incumbent upon either party to provide, will be stated or confirmed in writing and a copy will be given to the faculty member. Any changes in the terms of the appointment are determined by the Executive Committee.

b. **Acceptance to Terms of Appointment:** All members of the faculty on probationary or term appointments must indicate their acceptance of the terms of their appointment by signing and returning a copy of the appointment or contract letter to the administrative office at CSCS.

c. **Categories of Appointment Status:**

Faculty positions, including teaching, research and others with faculty status at CSCS are held under one of three appointment status categories:

(i) Tenured faculty members are those persons who have been confirmed in such status by action of the Executive Committee subsequent to appropriate peer and administrative review.

(ii) Faculty members on contract are those persons who have been appointed to an annual or short-term contract which may be renewed to the limit of the specified term assuming satisfactory service and continued CSCS need. The appointment terminates at the end of the specified term.

(iii) Temporary and restricted term appointments, whether full-time or part-time, are term appointments for up to one semester or one academic year and are not renewable except by subsequent and separate agreement. Visiting faculty appointments fall in this appointment category.

d. **Appointment Procedure:**

(i) All posts for faculty members will be announced by CSCS calling for applications by eligible and qualified persons. The eligibility qualifications will be decided by the Executive Committee of CSCS and, wherever applicable, as per the University guidelines under which CSCS has affiliations.

(ii) Upon receiving applications, interviews of short-listed candidates will be conducted by the Executive Committee or relevant Committees authorised by the Executive Committee.

(iii) In all appointments, CSCS shall endeavour to provide equal opportunity and there shall be no discrimination in terms with the CSCS Equal Opportunities statement (See Part V of this handbook)

e. **Faculty Recruitment Procedure:**

(i) The positions at CSCS are broadly equivalent to academic posts at universities/research centres in India in terms of (a) eligibility criteria and (b) salaries.

Associate Fellow (equivalent to Lecturer): Post-graduation and PhD unless otherwise specified.

Fellow (equivalent to Reader): PhD with five to eight years' research and teaching experience.

Senior Fellow (equivalent to Professor): PhD

Academic (50% weightage):

High quality research work which defines a new field/area of study;

Publications;

At least 10 years of teaching and research experience with at least two years at the PhD level;

Eligibility to guide PhD students.

Administrative (50% weightage):

Demonstrable ability to coordinate the centre's committees, active participation in coordination/administration of CSCS institutional projects (SRTT, Ford, IFA, Sephis, etc);

Ability to conceptualise and run a CSCS research programme, including raising funds for workshops and other activities.

(ii) **Process by which recruiting will take place:**

We advertise the posts in the *Economic and Political Weekly*, the academic journal in India with the widest circulation. We also post the advertisement on the CSCS Homepage and on international sites such as H-Net and SASNET, in addition to circulating it to the Centre's email list.

f. **Change in Appointment Status:**

(i) Faculty members seeking tenure and/or promotion shall discuss their application with the Director before making a formal submission. Reviews and recommendations for change in status decisions are made, where applicable, to the Executive Committee through the Director. All tenure and promotion decisions are made by the Executive Committee only on the positive recommendation of the Director.

(ii) Each person involved in the process is expected to be familiar with the criteria on which recommendations respecting tenure and promotion are based and exercise great care that inappropriate criteria play no part.

(iii) If a negative recommendation is made, the basis on which it was made will be summarized in writing for the candidate. The written summary may include relevant information contained in confidential reports, but must not violate the confidence in which information was given by individual faculty colleagues, students, or outside experts. The written summary should be given to the candidate at approximately the time the party transmits the negative recommendation to the next successive level of review.

(iv) While some of the above statements are intended to clarify the candidate's access to the bases on which negative tenure and promotion recommendations are made, it is not their purpose to make the process overly burdensome or legalistic, nor to create adversarial relationships in which one's best professional judgment, subjective as it may be, or CSCS's long-range needs, are compromised. The evaluation of teaching, advising, scholarship, and service to CSCS is by its nature subjective, and final judgments must be made holistically. The overall needs of CSCS as a whole, as determined by the EC and the Board of Trustees, shall come first. The EC reserves the right to change aspects of the tenure/promotion process in the future with appropriate notification to all concerned.

g. Resignation and Termination of Employment:

(i) Resignation: Resignation should be made by letter to the Director. Faculty members in tenure or contract status who intend to terminate their services should notify the Director by letter three months in advance.

(ii) Dismissal: A Faculty member may be dismissed on grounds of gross misconduct as enumerated in detail in Part IV of the Handbook.

(iii) Acceptance of Appointments elsewhere: Any full-time member of the faculty or academic support staff who accepts a full-time position at another institution must notify CSCS and the Director of that act at the time it takes place. Unless a leave of absence has been granted, the appointment at CSCS terminates as of the beginning of the new appointment.

h. Removal of Faculty by Reason of Financial Exigency:

(i) If CSCS has shortage of funds or proposes to curtail an activity which might involve the non-renewal of contracts of faculty members, it shall initiate consultation with the Executive Committee of the existence in fact of a financial exigency, the appropriateness of the selection of the particular segment of the faculty for removal, possible alternative actions and the like, at least 30 days before it proposes to send to the affected faculty members the notice described in paragraph (2) below.

(ii) The Director shall send the following written notice to each faculty member on term appointment whose employment CSCS proposes to terminate prior to the expiration of such term. The notice shall state that CSCS is engaged in proceedings which may result in termination of the faculty member's employment, that, if it is finally decided that his or her employment will be terminated, such termination will become effective not less than one year from the date of receipt of such notice and that he or she may request a hearing before the EC.

(iii) Each faculty member so notified may request a hearing by sending a written request to the EC within 30 days of his or her receipt of the Director's notice. The faculty member's failure to request a hearing before the Committee shall be a waiver of his or her right to request the hearing. The faculty member shall accompany his or her request with a statement in which s/he may make a case for why s/he should stay on at CSCS. The Director shall furnish the faculty member with a written answer within three weeks' of the date of receipt of the letter, conveying to him/her the decision of the EC which will be arrived at after due deliberation.

(iv) If the employment of a faculty member is terminated by reason of financial exigency, his or her salary shall be continued for one year from the date of his or her receipt of the Director's notice described in paragraph (b) above. Until the termination date the faculty member will continue to work in his or her own field or on some other activity mutually agreed upon. If the employment of a faculty member who has tenure is terminated by reason of financial exigency, the released faculty member's place will not be filled by a replacement within a period of two years from the date of termination, unless the released faculty member has been offered reappointment with tenure and has declined.

(v) A decision by the EC and approved by the Board of Trustees made pursuant to these procedures shall be final within CSCS.

6. POLICY ON CONFLICT OF INTEREST

a. Application of Policy:

This policy on conflict of interest applies in full to all faculty members i.e. Fellows, Associate Fellows and Senior Fellows. Parts of it also apply to those with part-time faculty appointments. The details of this policy derive from the general obligations that employment as a faculty member presumes a primary commitment of time and intellectual resources to the academic mission of CSCS and its functioning as a community. The following sections cite specific types of activity that have commonly been found to conflict with these obligations, and the procedures that have been devised to identify and resolve such conflicts. Situations not covered by them will be judged by the general

thrust of this policy. Examples of actions that run counter these obligations include, but are not limited to:

- (i) Nepotism;
- (ii) Discrimination on the basis of frivolous grounds;
- (iii) Inappropriate use of CSCS's name, and exploitation of any aspect of association with CSCS for unacceptable purposes or private gain.

b. Comprehensive Proscription:

All faculty members including those in part-time employment are proscribed at all times from engaging in activities listed above. Excessive commitment of time or mental effort to extramural engagements or other non-CSCS activities during the academic year constitutes a violation of the general obligations. As used in this policy, the academic year is defined for each faculty member as that portion of the year during which he or she receives a salary from CSCS for services.

c. Employment of More than One Family Member:

CSCS policy permits the employment of more than one member of a family (defined as being related by blood, marriage and former marriage, or adoption, or defined as partners), whether or not the persons concerned hold an academic or administrative post. CSCS's primary concern in such cases of appointment, as in all others, is that faculty or staff members are the best candidates with respect to the requisite qualifications for employment. CSCS has a parallel concern, however, in the avoidance of a conflict of interest or the appearance of such conflict, where an employee's professional decisions or actions pertaining to the performance of his or her job would be coloured by considerations arising from a family relationship with another employee. CSCS also recognizes that the appointment of two or more family members could generate pressures and prejudice among colleagues. To guard against such conflicts and abuses, the following rules must be observed:

(i) No faculty member shall participate in any way whatsoever in the decision to employ, promote, reappoint, or terminate the appointment of a member of his or her family as a Fellow, Associate Fellow or Senior Fellow.

(ii) Any proposal to employ as a faculty member a person who is related to a member of the faculty or administration must be brought to the attention of the Director before an offer of appointment is made. In cases where there is a potential conflict of interest in the professional relationships of family members or with respect to other employees of CSCS arising from the family relationship, the Director must explain to the EC the steps being taken to avoid or manage conflicts of interest or the appearance of such conflicts.

(iii) No faculty member shall participate in any other decision, including determining the salary, teaching and/or administrative assignments, and

space assignments, directly and individually affecting a member of his or her family.

(iv) Faculty members should take care to avoid conflicts of interest or the appearance of such conflicts in the employment of, and in any ongoing CSCS-related professional relationship with, a family member in a non-faculty position.

7. POLICY ON CONSULTANCIES (FACULTY AND STUDENTS)

The CSCS policy and procedure on consultancies conducted by individual students and faculty members while employed at CSCS shall be as follows.

a. Restriction on Full Time Alternative Employment:

As a matter of clarification, no faculty member or student shall pursue full time alternative employment while being employed by CSCS. Full time employment means being employed to perform tasks that require a time investment of approximately 8 hours per day.

b. Kinds of Consultancies:

Consultations can be of the following kinds:

(i) Where a CSCS student or faculty is approached by an external agency or organisation for tasks wholly determined by such organisation.

(ii) Where an organisation approaches CSCS to execute a set of determined tasks and which tasks are then delegated to a student or faculty member at CSCS.

(iii) Where a student or faculty member at CSCS makes an application and secures a fellowship or consultancy that is advertised to the general public.

(iv) Any other situation in where CSCS students or faculty receive monies for the execution of intellectual/academic tasks contracted to them by an external agency or organisation and which the EC deems to be a consultancy for the purposes of this policy.

c. Approval by Executive Committee:

In all cases where a faculty member or student secures or is approached to do a consultancy, he or she shall put forward the proposed project to the EC or such other committee empowered by the EC that will decide whether it is appropriate for the institution to be associated with a project of the nature that is proposed.

d. **Consideration for Consultancy:**

Once the proposed consultancy is approved by the Executive Committee or the appropriately empowered committee the faculty member who has received the consultancy shall ensure that the consideration received for the consultancy is routed wholly and solely through CSCS.

e. **Special Consideration for Fellowships:**

In the case of certain fellowships and such other consulting situations that the Executive Committee approves, the faculty or student may receive fellowship money or consultation fees directly and without the money being routed through CSCS.

f. **Rules Applicable for Fellowship requiring Residence outside India:**

Under ordinary circumstances where the student or faculty has received a fellowship from a university or other organisation or body outside India then the following rules will apply where the fellowship requires the student or faculty to reside outside India and to absent himself or herself from duty at CSCS.

(i) If the Executive Committee decides to grant leave to the concerned faculty or student to pursue the terms of the fellowship then he or she is entitled to 3 months of leave with pay during the tenure of the fellowship.

(ii) If the fellowship extends to a period or more than 3 months then the student or faculty will not be entitled to leave with pay in the period of the fellowship extending beyond 3 months.

(iii) In some cases, in keeping with the interests of CSCS, the Executive Committee may decide to alter the terms mentioned above depending on the nature of the fellowship or consultancy.

g. **Sharing of Income:**

(i) In all cases other than fellowships or consultancies from a university or body outside India as mentioned in clause f (above), the sharing of income from the consultancy for faculty shall be on a 60:40 basis with the concerned faculty member retaining 60% of the receipts from the consultancy.

(ii) Similarly, the sharing of income from the consultancy for students shall be on a 70:30 basis with the concerned student retaining 70% of the receipts from the consultancy.

(iii) The sharing ratio can be revised periodically by the Executive Committee or the appropriately empowered committee.

h. **Time spent on Consultancy Activities:** All faculty members should try to ensure that they do not spend more than 1-2 working days every week for the conduct of consultancy related activities.

8. SPECIAL APPOINTMENT CONSIDERATIONS

There shall be special appointment considerations for candidates in the following categories:

- a. International Candidates
- b. Part-time Appointments
- c. Teaching at Other Institutions
- d. Visiting Faculty
- e. Affiliated Scholars

9. FACULTY RESEARCH

a. Guidelines for the conduct of Funded/Sponsored Research:

The following seven conditions must govern any research agreement entered into by CSCS and a sponsor in order for a favourable evaluation to be made.

(i) Open identifications of sponsors and the actual sources of funding must be present in the agreement.

(ii) Unrestricted dissemination of all findings and conclusions derived from the project must be an integral part of the agreement, except where the privacy of an individual is concerned. CSCS regards any infringement on complete access to research findings as detrimental to free inquiry.

(iii) The resources or data sources on which research is wholly dependent must be free of control by the sponsor. CSCS views such control as incompatible with free inquiry and encourages acceptance of this condition only when no alternative source exists. Exception may be granted for projects which are conducted abroad and subject to the legal restraints of foreign governments and their agencies.

(iv) No conditions may be attached to the gift, grant or contract that would in any way jeopardize CSCS's commitment to the principle of non-discrimination on the basis of caste, class, gender, sexual preference, religion, national or ethnic origin, or disability.

(v) Academic appointments made with the support of gifts, grants, or contracts shall be made only in accord with established CSCS procedures. A sponsor shall not ordinarily participate in the selection of persons to work on a project, and individuals employed by CSCS shall not be excluded by a sponsor from participation in a project for any reason other than when

necessary because of insufficient competence or when required to protect privileged information.

(vi) No financial obligations by CSCS in the present or any time in the future can be implied other than those stated in the contract.

(vii) CSCS relies primarily on the discretion of its faculty to limit the commercial aspects of research sponsorship, such as advertising and publicity. Contracts must not allow the use of CSCS's name for commercial purposes unless such use has been specifically approved by the EC.

b. Administrative Review of Sponsored Programmes:

Regular reviews of sponsored research programmes shall be conducted by CSCS. Research grants and contracts which in the judgment of the EC pose potential embarrassment to CSCS or raise serious non-technical questions of compliance with this policy will require further review. This review is to be accomplished by a committee set up by the Director in consultation with the EC. Failure to conform to the Guidelines stated in Clause 10(a) above would only be permitted on rare occasions marked by special circumstances, such as the exceptional public need of a national, regional or local emergency.

10. MISCONDUCT IN RESEARCH

a. Introduction:

CSCS relies on its faculty and students to establish and maintain the highest standards of ethical practices in academic work including research. Misconduct is forbidden and represents a serious breach of both the rules of the CSCS and the customs of scholarly communities. While the primary responsibility for maintaining integrity in research must rest with those who perform it, it is necessary that the Centre establish certain standards to assure a healthy environment for research. These standards include procedures for dealing with alleged misconduct in research.

b. Definition of Misconduct:

For the purpose of these procedures, misconduct is defined as fabrication, falsification, plagiarism, or other serious deviation from accepted practices in proposing, carrying out, or reporting results from research. It does not include genuine errors or genuine differences in interpretations or judgments in evaluating research methods and results. CSCS expects each faculty member to maintain and further the highest standards of ethical practices in research. Especially important are integrity in recording and reporting results, care in execution of research procedures, and fairness in recognition of the work of others.

c. **Evaluation of Published Work:**

Committees on Appointments and Promotions at all levels are encouraged to evaluate in detail the quality of published work in assessing the scholarly productivity of candidates for appointments and promotions. Faculty who make recommendations concerning appointments and promotions should acquire as deep an understanding as possible of the research of the individual under consideration, thereby minimizing the possibility of research misconduct.

d. **Responsibility for Integrity of Research:**

CSCS expects faculty members to be responsible for the integrity of the research carried out under their supervision, no matter who actually performs the work or under what circumstances.

e. **Authorship:**

While there is no institutional policy stating who should be named as authors of reported work, authorship implies a definable major contribution to the work and an acceptance of responsibility for the methods and findings of the work.

f. **Resolution of Charges of Misconduct:**

Charges of misconduct must be resolved expeditiously in a fair and objective manner, protecting the rights of the person or persons against whom a complaint has been filed (the respondent) and the person or persons filing the complaint (the complainant). The making of knowingly false or malicious accusations violates acceptable norms of behaviour for members of the CSCS community and may result in formal charges being brought against the complainant under CSCS procedures.

11. FACULTY – STUDENT INTERACTION

a. **Personal Relationships Between Faculty and Students:**

Relationships between faculty and students are not only inevitable, but also beneficial, and CSCS encourages faculty to strive to make a real difference in the lives of their students. However, as a matter of sound judgment and professional ethics, faculty members have a responsibility to avoid any apparent or actual conflict between their professional responsibilities and personal relationships with students.

b. **Discouragement of certain relationships:**

Romantic and/or sexual relationships between a faculty member and a student have the potential to pose risks to the faculty member, the student, or third parties. In such relationships, voluntary consent by the student is suspect because of the inherently unequal nature of the relationship. A romantic and/or sexual relationship between a faculty member and a student can lead to a complaint of sexual harassment when the student feels that he or she has been exploited. In addition, other faculty members, staff members, or students may express concerns about undue access or advantage, favouritism, restricted opportunities, or unfavourable treatment as a result of the relationship. These concerns are damaging whether the favouritism is real or perceived. They also arise in cases where the relationship between the faculty member and the student remains amicable, as well as in cases that lead to accusations of exploitation. For all these reasons, CSCS strongly discourages romantic and/or sexual relationships between faculty members and students.

12. FACULTY LEAVE RULES

Individuals who wish to apply for a leave of absence should make an application for leave with the Director. All regular faculty leaves must be approved by the Director and ratified by the EC. Unless otherwise specified, the leave rules apply to all employees of CSCS. Application for leave must be made in the prescribed form available with the Administrative Officer, CSCS. Leave may be of the following kinds:

a. **Casual Leave:**

To be taken for short periods for personal reasons. Normally, faculty and staff are entitled to 12 days of casual leave per year.

b. **Earned Leave:**

This amounts to one day of leave for every month that the person has worked at CSCS. Earned Leave can be accumulated only up to a maximum of 365 days; consequently, the maximum EL which may be granted to a faculty member shall be 365 days. EL cannot be surrendered for encashment.

c. **Leave without salary, or Extraordinary Leave:**

(i) **Application for Leave:** A faculty member may apply for a leave of absence without pay for a period of up to one year for either personal or professional reasons. Unpaid personal leave also may be requested to fulfil the requirements for an advanced degree. Leaves may also be granted for professional reasons such as pursuing scholarly or artistic work under a grant or fellowship. In exceptional circumstances, such leaves may be extended beyond one year.

(ii) **Service:** Time on personal leave is not time spent in service to CSCS. Consequently, it does not count toward the years of service required for eligibility for tenure or sabbatical leave. However, a leave of absence for one semester will not ordinarily change the date of the tenure decision for an untenured faculty member nor the eligibility date for a sabbatical leave for a tenured faculty member. In unusual circumstances, leaves for professional reasons, depending on their nature, may be counted as service to CSCS and thus towards the years required for tenure and sabbatical. The Director in consultation with the Executive Committee will decide whether the leave time will count.

d. **Leave when not due:**

Such leave may be granted on half pay for not more than 90 days without duly attested medical grounds; and provided that the EC is satisfied that the applicant will earn an amount of half-pay during the time for which the leave not due is sought.

e. **Duty Leave or Special Casual Leave:**

This is when any faculty member may be granted leave required for attending any CSCS related work such as attending and organizing conferences, workshops, presentations etc.

f. **Study Leave:**

Study Leave may be granted at the discretion of the EC for archival work, fieldwork, and completion of manuscripts.

g. **Maternity Leave:**

Maternity Leave may be granted to women faculty members for a period of three months. It may be combined with leave of other kinds. Maternity Leave may be granted in cases of abortions/miscarriage for a period of six weeks on production of a medical certificate. Maternity Leave may also be granted in cases of adoption. In such cases, the PhD Committee will make such arrangements as are necessary and appropriate with regard to covering her teaching responsibilities, including the cancelling of an affected course or the employment of substitute instructors. This relief from teaching duties is not a leave of absence. Outside the period of incapacity, and as compatible with her particular situation, the faculty member will be expected to meet her other normal commitments including research, committee membership, and supervising students.

h. **Paternity Leave:**

A similar leave policy extends to male Faculty members at CSCS for the period after delivery of the child. However, the maximum period of leave allowed is six weeks.

i. **Sabbatical Leave:**

CSCS is currently working out a policy on Sabbatical Leave.

j. **Other kinds of scholarly leave:**

CSCS will administer all types of scholarly leave with flexibility, allowing faculty members to take advantage of special opportunities such as prestigious fellowships. In such cases, when a leave is granted earlier than allowed under the sabbatical rules laid down herein, the interval between this leave and any subsequent leave will be adjusted to make the faculty member's leaves conform, as far as possible, to the guidelines above.

PART III

POLICIES AND PROCEDURES APPLICABLE TO STUDENTS

13. STUDENT ADMISSIONS:

Student admissions are conducted as follows:

a. Ph.d. and M.A. in Cultural Studies:

In selecting students for these courses, CSCS shall make selections based on UGC requirements and the requirements of the affiliating Universities. Additionally, applicants to the Ph.D. programme are expected to go through an interview. These criteria may be revised from time to time.

b. Post-graduate Diploma in Cultural Studies:

Students are selected on the basis of a writing sample and other relevant documentation of their status. No interview is required.

c. Undergraduate Diploma in Cultural Studies:

Students will be selected based on interviews after fulfilling requirements of collaborating institutions.

14. ACADEMIC CALENDAR

The CSCS academic calendar is established by the office of the Director and approved by the Executive Committee. It is usually set one semester at a time. The calendar for any current academic semester is available on the web at <http://www.cscsarchive.org>.

15. ACADEMIC STANDARDS AND INTEGRITY

Students in all academic programmes are expected to maintain certain minimum standards of academic performance. Specific standards are established by CSCS PhD Committee as are the policies and procedures for review of students who fail to meet these standards. These policies and procedures are available from the PhD Committee. Faculty and students should obtain and read the applicable policies and procedures. A clear sense of academic responsibility is fundamental to good scholarship, and behaviour consistent with this principle is expected of all members of the CSCS community. Students, as members of the community, are also responsible for adhering to the principles and spirit of academic integrity.

a. **Definitions of Academic Dishonesty:** Activities that have the effect or intention of interfering with education, pursuit of knowledge, or fair evaluation of a student's performance are prohibited. Examples of such activities include but are not limited to the following definitions:

(i) **Cheating:** using or attempting to use unauthorized assistance, material, or study aids in examinations or other academic work or preventing, or attempting to prevent, another from using authorized assistance, material, or study aids.

(ii) **Plagiarism:** using the ideas, data, or language of another without specific or proper acknowledgment. Example: copying another person's paper, article, or computer work and submitting it for an assignment, cloning someone else's ideas without attribution, failing to use quotation marks where appropriate, etc.

(iii) **Fabrication:** submitting contrived or altered information in any academic exercise. Example: making up data for an experiment, fudging data, citing nonexistent articles, contriving sources, etc.

(iv) **Multiple Submissions:** submitting, without prior permission, any work submitted to fulfil another academic requirement.

(v) **Misrepresentation of academic records:** misrepresenting or tampering with or attempting to tamper with any portion of a student's transcripts or academic record, either before or after coming to CSCS. Example: forging marks sheets or transcripts, tampering with computer records, falsifying academic information on one's resume, etc.

(vi) **Facilitating academic dishonesty:** knowingly helping or attempting to help another violate any provision of the Code.

(vii) **Unfair advantage:** attempting to gain unauthorized advantage over fellow students in an academic exercise. Example: obstructing or interfering with another student's efforts in an academic exercise, lying about a need for an extension for an exam or paper, destroying or keeping library materials for one's own use. etc.

b. **Clarifications regarding Violation/s:**

If a student is unsure whether his action/s constitutes a violation of the code of academic integrity, then it is that student's responsibility to consult with the instructor to clarify any ambiguities.

16. STUDENT CONSULTANCIES

Students taking up any outside or off-campus consultancies shall have to comply with the CSCS Policy on Consultancies as detailed above in this Handbook in Article 7.

17. The PH.D PROGRAMME

Introduction: The PH.D programme is designed for completion over a period of four years. The first year consists of 8 credits of course work. The second year consists of supervised reading, proposal writing and proposal defence. Years three and four are reserved for research and thesis-writing and completion. Registration for the programme is valid for a period of four years, of which the first year requires a compulsory residency in Bangalore.

a. Programme administration:

(i) Programme administration: The Ph.D. programme is administered by CSCS according to the Ph.D. Programme Guidelines annexed in **Appendix A** read along with the policies and procedures of affiliating Universities (**Appendix E**). These Guidelines may be revised from time to time.

(ii) Research & Supervision of Ph.D. Students: For every candidate CSCS assigns a Guide or Supervisor, and a Doctoral Committee. This Committee is charged with supervising a Ph.D. candidate's dissertation activities, and the entire committee is a resource upon which the candidate may draw throughout the period of the research and writing. There are specific requirements regarding who may serve on a Doctoral committee and procedures for nominating members, each of whom must be approved by the Director or his or her designate (Guidelines for thesis supervision can be found in **Appendix C**).

(iii) Evaluations and Examinations: There are two evaluations/examinations required for all doctoral students: the Proposal Defence and the Thesis Defence. The Dissertation Defence consists of an oral examination on the contents of the doctoral dissertation.

b. Dissertation:

(i) In many ways, the dissertation is the focal point of the student's entire programme. The student may gain focus on a topic early in the programme, and begin working with a member of the faculty, or a reading or study group. CSCS will actively assist the student in furthering his/her future dissertation by enabling the student to select courses and assignments that provide the opportunity to write papers that would contribute to the dissertation, as well as to develop skills which will help in the completion of the anticipated dissertation.

(ii) The dissertation is required to be an original work of research scholarship to advance knowledge in the field of social sciences and humanities. At its best, the dissertation represents the new candidate's first significant contribution to a field of study. It should be a starting point for the individual's ongoing contribution in a given area of expertise. As such, the importance of the dissertation topic and its contribution to the field should be clear. It is the responsibility of the student's guide and doctoral committee to assure this clarity of purpose and direction.

(iii) Both CSCS and the concerned University set the requirements for the dissertation process. Some CSCS requirements augment the University policies, but in no case are they in conflict.

c. **Monitoring and Completion of Work:**

(i) The degree candidate is responsible for making adequate progress toward completing the dissertation. The Convenor of the Ph.D. Committee may require regular reports from the guide and the student to ensure adequate progress is made toward completing the dissertation.

(ii) The degree candidate must apply for University registration and for appointments relating to defence and submission along the designated terms of the affiliating University. Submission of the application registers the degree candidate for eventual graduation. Upon registering for a PhD the candidate is provided information on the administrative process including procedures and policies for submitting the completed approved dissertation.

d. **Limitations of Time:**

(i) Students shall complete all course requirements and all examinations preliminary to the completion of the doctoral dissertation within a prescribed time period which is usually set by the affiliating university.

(ii) Students who have not completed all requirements for the Ph.D., including the submission of the dissertation, within the stipulated period of their registration for dissertation tuition, face a number of risks, both academic and administrative. Such students may, for example, cease to be candidates for the Ph.D. unless they satisfy the re-evaluation criteria designed by the Ph.D. Committee and the relevant boards of studies in the Universities where applicable, and approved by both CSCS and concerned university authorities.

(iii) Students may apply to the Director through their supervisor for an extension of time for completion of the Programme or of any part of it. Such requests must include: (1) the circumstances which have prevented the student's completion of programme requirements within the prescribed time

limits; and (2) a realistic plan for the completion of the remaining requirements, including any additional work that may be required.

(iv) In granting an extension, the Director will specify, in writing, the new time limits to be observed and may prescribe additional required work to bring the student's educational programme up to the content and level required of candidates for the Ph.D. degree. The affiliating University Guidelines will take precedence over any decision by the Director in this regard.

e. **Absence, Withdrawal, Termination:**

Leave of Absence: Students who desire a leave of absence must submit a written request to the Director. The request must be accompanied by a written plan for the completion of doctoral study, which has been approved by the student's Educational Advisor and/or Dissertation Committee, as appropriate. A leave of absence may not exceed one (01) year (two consecutive semesters). The granting of a leave of absence shall not necessarily change the maximum time within which all programme requirements must be completed.

Withdrawals: A student may request withdrawal from the doctoral programme. Students requesting withdrawal must submit a written request to the Director for approval. At the time of approval for withdrawal, the student's Doctoral Supervisor will prepare a written statement on the status of the student's work. A student who has withdrawn may re-apply for active status. If the application is accepted, previously completed work shall be evaluated and the student will be expected to fulfill all requirements in effect for active students at the time of re-admission.

Terminations: A student is classified as having terminated his/her admission if course, examination, or dissertation requirements are not fulfilled. A student may also be judged to have terminated their connection with the Doctoral Programme if they request such action on their own initiative, in writing, and their request is granted. A student's admission may be terminated by action of the Director if, after due process, and in accordance with policies and procedures established by the PhD committee, his/her continued presence in the Programme is judged inimical to its interests and purposes. In such circumstances, the student's Supervisor will prepare a written summary of the student's work completed and the reasons for termination that will be placed in the student's record. In the case of a first-year student who has not yet been allotted a Supervisor, the task of preparing the summary will be taken up by the Ph.D. Committee on the basis of reports submitted by course instructors. A student whose admission has been terminated may apply for re-admission. The application will be treated as a new application. If admitted, previous work completed will be favourably considered for credit, in light of course requirements at the time of the student's re-admission.

18. FINANCIAL MATTERS AND FELLOWSHIPS

a. Ph.D. Fellowships:

CSCS shall award the Coursework Fellowship and Dissertation Writing Fellowship to doctoral students in their first and last years respectively based on the following guidelines.

(i) Students will be required to comply with all guidelines issued by the Ph.D. Committee or any other designated body of CSCS specifying the conditions that apply to all Ph.D. Fellowships awarded by CSCS.

(ii) The Student shall receive a monthly stipend.

(iii) The Student shall not hold any full-time fellowship, grant or assistantship or employment with any other institution, persons, business or organization during the term of this Fellowship.

(iv) The Student shall remain in residence at all times during the academic year. Any leave or absence during the academic year can only be taken after prior approval from the Ph.D. Committee of CSCS.

(v) The Student will be required to participate from time to time in all CSCS academic programmes.

b. Student Assistantships:

CSCS may from time to time facilitate the study of its Ph.D. students through the grant of Student Assistantships. The student assistantships will be tied to the performance of specified tasks associated with the day to day conduct of activities at CSCS. Though the Centre will endeavour to make available such positions to its students, it is by no means certain that CSCS can assure such positions to its students in every academic year. The following are the rules and guidelines that apply to such student Assistantships:

(i) **Applicability:** Students assistantships are open to all students who have successfully completed the first academic year.

(ii) **Applications and interviews:** In all academic years when assistantships are being offered, all CSCS students will be eligible to make applications for the available posts. Successful candidates will be chosen on the basis of an interview.

(iii) Successful students will be awarded assistantships on such terms and conditions as relevant to the tasks outlined by the assistantship agreement.

(iv) To facilitate their Ph.D. fieldwork all students holding assistantships in the second and third academic years are entitled to a three-month leave of absence from their duties.

(v) All leave of absence will have to be sanctioned jointly by the Co-ordinator of the particular assistantship, the Ph.D. Supervisor of the assistantship holder and the Director.

(vi) To facilitate the planning and smooth conduct of the duties required of the assistantship, the holder will at the beginning of each academic year draw up a plan for fieldwork and research in co-ordination with his/her Ph.D. supervisor and the Co-ordinator of the concerned assistantship.

19. STUDENT FACILITIES

a. Library Access:

Available for student use are the Library holdings, as well as the libraries of affiliated institutions and others with whom CSCS has a subscription arrangement. The CSCS library houses the general book collections and has primary responsibility for the humanities and social sciences. It is open six days a week, including evening hours during the semester.

b. IT Facilities / Computer Use:

(i) E-mail for Students: CSCS furnishes every student with an email account after students have received their student identification card. All CSCS students will have email accounts and are expected to check them regularly for academic announcements.

(ii) Computing Facilities: CSCS has many computing facilities available for its students.

c. Lockers:

Individual lockers for storing books and other belongings are available for student use. They are free of charge and are obtained by requesting access from the Administrative Officer or the Librarian.

20. STUDENT GRIEVANCES AND DISPUTE RESOLUTION

This is discussed in Part IV Article 25 of the Handbook in detail. The same procedures apply to students as well as staff.

PART IV
GENERAL POLICIES AND POLICIES AND PROCEDURES
APPLICABLE TO OTHER STAFF

21. APPOINTMENTS AND PROMOTIONS:

a. **Policy on Appointment:**

The CSCS Policy on appointment of members of Staff is based on its statement on Equal Opportunity and Non-Discrimination, which is detailed in Part V, Article 26 of the Handbook.

b. **Appointment Procedure:**

Appointments for all posts for Staff are made after public advertisements on the CSCS website and in appropriate media. Short-listed candidates are invited for interviews to be conducted by the appropriate committee. The candidate successful during the interview will be appointed.

c. **Security of Appointment:**

Members of Staff at CSCS are assured of security of employment in accordance with the terms of their employment contracts. Employment may be terminated upon notice (as provided in the letters of appointment/contracts) being given, or upon one or more disciplinary grounds as mentioned below.

d. **Termination of Employment:**

The employment of members of Staff may be terminated upon notice (as provided in the letters of appointment/contracts) being given, or upon one or more disciplinary grounds as mentioned below.

22. BENEFITS AND REIMBURSEMENTS

The following benefits and re-imbursements are provided to all employees of CSCS including faculty members and staff.

a. **Provident Fund:**

CSCS is covered under The Employees Provident Fund and Miscellaneous Provisions Act 1952.

b. Gratuity:

CSCS is currently examining the feasibility of providing Gratuity for employees who have worked for a certain length of time at the Centre.

c. Maternity Benefits:

All members of Staff shall be entitled to maternity benefits as per the provisions of the Maternity Benefit Act, 1961. According to the Act, every female member of Staff who has worked at CSCS for a period of not less than ninety (90) days in the twelve months immediately preceding the date of her expected delivery is entitled to maternity benefits. Every female member of Staff is entitled to (and CSCS shall be liable for) the payment of maternity benefit at the rate of the average daily wage for the period of her actual absence, that is to say, the period immediately preceding the day of her delivery, the actual day of her delivery and any period immediately following that day. The maximum period of maternity leave for which the female member of Staff is entitled to is twelve (12) weeks of which not more than six (06) shall precede the date of her expected delivery.

d. Paternity Leave

A similar leave policy extends to male Staff members at CSCS for the period after delivery of the child. However, the maximum period of leave allowed is six weeks.

e. Reimbursements:

All expenses incurred by Staff for travel and conveyance for CSCS's work, shall be reimbursed at actuals by producing vouchers or details. All members of Staff shall be entitled to obtain lunch allowance if on CSCS work in and around Bangalore, for which bills of the expenses incurred must be produced. All vouchers and/or details of expenses shall be submitted to the Accounts Officer in order to claim reimbursement.

23. STAFF LEAVE POLICY

The Leave Policy applicable to Staff at CSCS is subject to the following rules:

a. **Casual Leave:** Such leave cannot be accumulated; Holidays and Sundays falling within the period will not be counted.

b. **Vacation Leave:** Two weeks' notice is required in order to obtain Vacation Leave; it is possible to avail Vacation Leave in two instalments. The same conditions applying to Casual Leave are applicable here too.

c. **Duty Leave:** Duty Leave is allowed only if on an official assignment on behalf of CSCS.

d. **Earned Leave:** Earned Leave can be availed only after completion of 1 year (12 months) from the date of joining; it can be accumulated.

Leave Encashment is not applicable in any of the cases mentioned above.

The number of days allowed as leave for staff in a Financial Year (1 April – 31 March) is as follows:

Paid Leave, which includes:

Casual Leave	12 days
Sick Leave	05 days
Vacation Leave	12 days
Earned Leave	12 days
Duty Leave	Upon recommendation of the Director and ratification by the Executive Committee

- e. Unpaid Leave (Without Salary): This shall be allowed upon recommendation of the Director and ratification by the Executive Committee
- f. Maternity Leave: Female employees are entitled to 90 days maternity leave with pay.
- g. Paternity Leave: Male employees are entitled to a maximum period of six weeks paternity leave with pay.

24. GENERAL OFFICE PROCEDURES

- a. **Time of arrival at office and hours spent at the workplace:**
All CSCS staff shall work to defined timings, as agreed with the Administrative Officer, the relevant Committees and the Director. Employees wishing to take half the day off must obtain the permission of the Administrative Officer before leaving.
- b. **Procedures relating to office infrastructure:**
 - (i) **Use of office equipment:** While all CSCS staff have access to all equipment at the Centre, use of such equipment is intended exclusively for official purposes. Staff utilising office equipment, including telephones, computers, email or online services, for personal use should know that such use is restricted. Employees will be responsible for any use of office equipment.
 - (ii) **Keys to office:** One set is always present with the Administrative Officer. Those staff wishing to come in early may borrow this set from him/her the previous day.

25. DISCIPLINARY AND GRIEVANCE PROCEDURES

- a. **Introduction to Policy:**

The procedures as detailed below apply to all members of Faculty, Staff and Students at CSCS. The aims of the procedure are:

- (i) To provide a process for dealing with disciplinary matters which is recognised by and familiar to the members of Faculty, Staff and Students at CSCS;
- (ii) To ensure that all members of Faculty, Staff and Students are given adequate rights and means of representation in all disciplinary matters; and
- (iii) For fair treatment of all members of CSCS.

b. Constitution of the Grievance Committee

- (i) There is a common Committee in CSCS to deal with both Disciplinary and Grievance issues for Faculty, Staff and Students, called the Disciplinary and Grievance Committee (hereinafter called the Grievance Committee).
- (ii) The Grievance Committee shall comprise of three (03) members, of whom the Director of CSCS shall be an ex-officio permanent member, and the other two (02) members will be inducted into the Committee by the Director as required. It is to be noted that the constitution of the Committee for Staff-related grievances will necessarily include one member of Staff, and for Student-related grievances, it shall necessarily include one member of the Student Affairs Committee. For disciplinary issues relating to Staff and Students, the other members of the Committee shall be appointed as nominated by the Director as s/he considers appropriate, from either within the CSCS community or from outside it.
- (iii) The constitution of the Grievance Committee may be challenged by the Complainant who may be a member of the Faculty, Staff or a Student, at which point a second Committee that is acceptable shall be formed. The investigation and inquiry shall be conducted in a language that is understood by the person whose grievance or offence is in question.

c. Disciplinary Procedures for Minor Offences

Minor Offences are categorised as those other than offences classified as Gross Misconduct. The following is the procedure for dealing with Minor Offences.

First (Oral) Warning:

- i. A member of Faculty / Staff whose work performance and/or conduct is alleged to be unsatisfactory shall be first interviewed by the Director. A Student whose conduct is considered unsatisfactory shall be interviewed by the Director in the presence of the student's supervisor where applicable.
- ii. If any complaint is based on any specific incident the interview must, if reasonably possible, be within five working days of that incident. At this interview the reason for the dissatisfaction will be explained fully by the Director and the member of Staff or Students will be given the opportunity to respond.

- iii. The relevant Committee, student supervisor or other authority will be invited by the Director to discuss ways of rectifying or improving the situation.
- iv. The Supervisor or Administrative Officer will notify the Director the reasons for, along with the date and result of such an interview and shall confirm in writing to the member of Faculty, Staff or Student that a First Warning (Oral) has taken place.

Second (Written) Warning:

- i) Interview: If the problem discussed during the First Warning persists, a further formal interview of the Faculty / Staff member or Student will be conducted before the Committee. Where applicable it must take place within six months of the First Warning. If precipitated by an alleged further occurrence of the original offence the interview must, if reasonably possible, be within five working days of that further occurrence.
- ii) Discussion: The Staff member or Student will be interviewed by the Grievance Committee as constituted by the Director for this purpose. At this discussion the reason for dissatisfaction will be stated clearly and fully and ways of rectifying or improving the situation discussed with the member of Staff or Student.
- iii) Record of Interview: A letter containing the minutes of this interview will be sent by the Supervisor/Administrative Officer to the member of Faculty / Staff or Student, who should acknowledge receipt of the letter and may, if s/he wishes, respond to the contents. Copies will be sent all members of the Committee. A copy will be retained on the Faculty / Staff member's or Student's personal file.
- iv) Appeal to Director: The member of Faculty, Staff or Student has the right to appeal to the Director who may vary or withdraw the Warning. Such an appeal must be lodged within two (02) weeks of the receipt of the Warning.
- v) Further Action by Director: If at the end of this further period of time, satisfactory improvement has not been made by the member of Faculty, Staff or Student, the Director, upon the recommendation of the Supervisor/Administrative Officer shall have the power to terminate the appointment of the employee, or remove the Student from CSCS providing that the employee/student has first been given the opportunity to respond and/or request a further meeting.
- vi) Notice: The Faculty / Staff member or Student will be given such notice as legally necessary by the Director to quit.

d. Disciplinary Procedures for Gross Misconduct:

The following are examples of gross misconduct which include, but are not limited to:

- i) Theft: Theft or misappropriation of any property or receipt of stolen property from CSCS premises irrespective of ownership.

- ii) Vandalism: Wilful damage to any property within the CSCS premises irrespective of ownership.
- iii) Physical or Verbal Abuse: Physical and/or verbal abuse of CSCS Faculty, Staff members, students or visitors including threats or threatening behaviour.
- iv) Sexual Abuse/Harassment or Discrimination: Sexual abuse or harassment of or discrimination against CSCS Faculty, Staff members, students or visitors.
- v) Alcohol/Drugs: Consumption of alcoholic liquor on CSCS premises during the normal working hours of the individual concerned, unless it has been sanctioned for official hospitality or social reasons; or work incapacity arising from consumption of alcoholic liquor or non-prescribed drugs.
- vi) Personal and Confidential Matters: Interference into personal and/or confidential matters related to another member of staff, Faculty, students or visitors, including disclosure of confidential/personal information in any unauthorised circumstances or to unauthorised persons.
- vii) Private Activity: Dishonest or unauthorised use of CSCS time, facilities, services and/or suppliers for private use, whether or not for financial gain.
- viii) Insubordination: Insubordination and/or refusal, without reasonable cause, to carry out a legitimate instruction given by an authorised member of the Faculty or Staff.
- ix) Unauthorised Absence: Unauthorised absence from work or classes, during normal working hours including abuse of sickness schemes and procedures.
- x) Health and Safety: Wilful disregard of health/safety precautions, procedures or instructions, such that, the health and safety of Faculty, Staff members, students or visitors is endangered.
- xi) Criminal Offences: Conviction by a court of law for any offence which is considered by CSCS to be damaging to its interests or to the interests of its Faculty, members of Staff and Students.

e. General Procedure:

- i) In the event of alleged gross misconduct the member of faculty or staff will be suspended from employment on full pay for a period not normally exceeding ten (10) days until a full investigation has been carried out by the Grievance Committee. CSCS however retains the right, on the recommendation of the Director, to summarily remove a member of faculty or staff from employment or a student from CSCS.
- ii) The procedure for dealing with gross misconduct is identical to the procedure as mentioned above to deal with minor offences.

PART V

GENERAL

26. EQUAL OPPORTUNITY STATEMENT

CSCS is committed to equal opportunity. As an institution of advanced research and teaching, it wishes to recruit students, faculty and staff on as non-discriminatory a basis as possible. Consistent with the objective of blending excellence with equity, the Centre commits itself to creating opportunities for the weaker sections in its many programmes and activities. In all appointments there shall be no discrimination with regard to caste, class, gender, sexual preference, religion or disability.

27. SEXUAL HARASSMENT

The Policy on Sexual Harassment shall be in accordance with the Supreme Court Guidelines laid down in the *Vishaka* judgment, as well as the CSCS Anti-Sexual Harassment Policy. The CSCS Anti-Sexual Harassment Policy is herein appended at **Appendix F**.

28. CSCS RECORDS, PRIVACY, AND ACCESS TO INFORMATION

a. Policy Statement:

(i) CSCS is obligated to maintain certain records in pursuit of its educational and research commitments. These records include necessary information relating to Faculty, Staff and Students.

(ii) CSCS does not maintain records that are not directly related to the basic purposes of the institution.

(iii) All practices governing the collection, maintenance, review, and release of these records is based upon the principles of confidentiality and the right to privacy of all members of CSCS. Thus no sensitive information will be released without the consent of the individual/s concerned unless required by law.

b. Types of Records:

(i) Faculty Records: Includes information regarding Faculty members, including academic records, record of grants given, written work submitted, publications, sabbaticals, etc.

(ii) Staff Records: Includes information regarding members of Staff, including staff database; records of appointments, promotions, salary increments; details of leave availed, disciplinary records, etc.

(iii) Student Records: Includes information regarding admission records, academic records, disciplinary records, financial aid and student employment records, scholarship records, assistantship records, international students record, financial records regarding fees paid/payable, placement records, etc.

c. Maintenance of Records:

All records shall be maintained only by CSCS administrative personnel assigned responsibility for each of the types of records as listed above. All CSCS personnel involved in the handling and maintenance of education records shall be instructed regarding the confidential nature of such information and their responsibilities regarding it, including maintaining information accurately and keeping the information private.

d. Access to Records:

In general, Faculty, Staff and Students will be permitted to view their own records on file with CSCS.

e. Electronic Privacy:

(i) CSCS respects the privacy of its Faculty, Staff and Students and seeks to foster a climate free from arbitrary or capricious monitoring of employees and the records they create, use, or control. Nevertheless CSCS must at times access records or monitor record systems that are under the control of its members.

(ii) CSCS also has a policy regarding electronic access to potentially offensive material, which attempts to balance the right of members of CSCS to access whatever electronic material they need and to express themselves freely with the responsibility not to expose others to material they find offensive.

29. LIST OF ANNUAL HOLIDAYS

Annual holidays are published on CSCS notice boards and on the online calendar.

APPENDICES

Appendix A	Ph.D. Programme Guidelines
Appendix B	Evaluation Process for Ph.D. Students
Appendix C	Guidelines for Thesis Supervision
Appendix D	Pre PH.D Defence
Appendix E	Guidelines of Universities Affiliating the CSCS Ph.D.
Appendix F	The CSCS Anti-Sexual Harassment Policy

APPENDIX A

PH.D. PROGRAMME GUIDELINES

The following guidelines detail the duties and responsibilities incumbent on all enrolled students during the progress of the Ph.D. programme. The guidelines specified in this document shall apply to all enrolled Ph.D. students. A student will be considered enrolled the moment s/he is entered into the rolls at CSCS.

1. Timeframes and Extension: All the requirements for the Ph.D., including the writing of the thesis shall be completed within four years. In exceptional cases an extension may be considered. Extensions are to be recommended by the concerned guide as well as the Director, CSCS, and will be granted on terms specified by the CSCS Ph.D. Committee.

2. Coursework and Residency: Students have to fulfil the specified credit requirement for coursework within the first academic year. Residence in Bangalore is mandatory for the first academic year. Though not mandatory, residence is encouraged for the entire duration of the Ph.D. programme.

3. Assessment: The concerned course instructor will assess students on the basis of written assignments and oral presentations. All assignments are to be completed within the stipulated time.

4. Review of Academic Progress: At the end of the second semester, the Ph.D. committee will review the student's progress. Based on his/her performance, the committee will either:

- i. Certify that the candidate has successfully completed the course work and can proceed with the Ph.D. programme; or
- ii. Recommend that the candidate take more courses during the third semester, at the end of which period a second review will be conducted. On the basis of this review, the committee will recommend either her/his continuation in the programme or award of a terminal Diploma.

5. Enrolment and Registration Details: The student will be enrolled in the CSCS Ph.D. Programme for the first four semesters. At the end of the second semester, the student will be allotted a thesis supervisor in consultation with whom s/he will work out the thesis proposal. Registration at the degree awarding institution (MAHE or Kuvempu University) will take place at the end of the fourth semester, after successful completion of coursework as well as defence of the thesis proposal. Full co-operation of the student is expected to ensure timely completion of all registration formalities with the concerned university.

6. Allotment of Supervisors: A week before the end of the second semester the student shall submit a 1000 word outline of a Ph.D. proposal. Based on this proposal the Ph.D committee will consult faculty members and suggest possible supervisors. Of these possible supervisors the student will indicate his/her order

of preference. Subsequently, in consideration of the best interests of the student as well as the academic interests of the potential supervisors the Ph.D committee will allot the student a supervisor. The Ph.D committee in consultation and co-operation with the student shall endeavour to complete the allotment of supervisors by the end of the second semester.

7. Proposal Writing and Defence: In the third and fourth semesters, the student will undertake intensive reading under the guidance of the concerned supervisor. During the third semester, an extensive bibliography of primary and secondary sources is to be submitted. At least one month before the completion of the fourth semester, the student will submit to CSCS a fully worked out research proposal along with a chapter of the thesis. The chapter should contain a critical review of the field of research. Subsequently in a formal examination conducted in the fourth semester, the student shall defend the thesis proposal as well as his/her research methodology in front of his/her Examination Committee.

8. Submission of Successful Proposals to University: After the required corrections and modifications have been made in compliance with the comments of the Examination Committee, the thesis proposal should be submitted to the degree-awarding university by the end of the fourth semester.

9. Completion and Submission of Dissertation: In the remaining four semesters, the student will conduct research and write up the findings in the form of a dissertation. The dissertation is to be submitted by the student to the degree awarding university in its final version six months before the expiry of the registration period. In writing and submitting the dissertation the student shall comply with all relevant guidelines of the degree awarding university.

10. Teaching, Research and Administrative Duties: The CSCS Ph.D. Programme is aimed at creating for the enrolled student an integrated approach towards teaching and research. To this end, apart from pursuing her/his doctoral studies, the student will engage in supervised teaching as well as acquire administrative skills including proposal-writing and conference-organising. All Ph.D. students may be required to participate in teaching and administrative activities undertaken by CSCS as allocated from time to time.

11. Work Reports: At the end of each semester all students are required to submit a six monthly work report detailing their progress to the Ph.D. Committee in prescribed format.

12: Work Plans for Students not in Residence: All students who are not in residence in Bangalore during the second and third year of the Ph.D. programme shall abide by a work plan drawn up in consultation with the concerned supervisor and approved by the Ph.D. Committee.

13. Fellowships: Students are permitted to hold fellowships awarded by CSCS only according to the terms and conditions specified in the fellowship agreement

that s/he will enter into with CSCS. No enrolled student is allowed to hold two fellowships that run concurrently, or hold a fellowship and full-time employment at the same time. Further, students may also be asked repay fellowship monies in full or in part on premature termination of the Ph.D. programme.

14. Disputes and Grievances: All disputes and grievances in relation to the Ph.D. programme shall be referred to the Executive Committee of the CSCS or an appropriate body constituted for that purpose, whose decision shall be final.

15. Jurisdiction: The courts in Bangalore shall have jurisdiction for all causes of action that might arise in relation to the Ph.D. programme.

APPENDIX B

EVALUATION PROCESS FOR CSCS PH.D. STUDENTS

The career of a CSCS PhD student is evaluated at several points during the four-year programme.

Year One: At the end of each semester the course instructor, after having evaluated the students assignments, informs the PhD committee whether or not the assignments are acceptable. At the end of this year the PhD committee determines whether the student's progress is satisfactory, and whether s/he can proceed to the second year. If the student's progress is not considered satisfactory, s/he may be asked to take more courses or to opt for the CSCS Diploma instead of continuing in the PhD programme. In exceptional cases, if CSCS deems it necessary for the student considered unsatisfactory to know in advance whether s/he can stay in the programme, the PhD Committee may inform such a student about the proposed course of action at the beginning of the second semester itself. Each student will receive a formal transcript indicating courses taken.

Year Two: Once the student has been allotted a supervisor the latter is responsible for submitting six-monthly progress reports to the PhD committee. The student begins working closely with the faculty supervisor in order to prepare a dissertation proposal and demarcate the field of the research problem. During the course of this year the student presents a draft of the proposal in a Work in Progress seminar to the CSCS community. At the end of this year s/he undergoes a formal defence of a proposal and a sample chapter before a committee consisting of the supervisor, another CSCS faculty member and an outside examiner. If the student successfully defends his/her project, s/he is permitted to proceed to the dissertation writing stage. If the student is required to revise and re-submit the proposal and/or chapter, the supervisor forwards the revised material to the two other examiners and obtains their approval. Three months' time will be given to the student to finalise all revisions.

Year Three: In addition to satisfying the requirements of the six-monthly progress report the student is expected to present his or her ongoing work in a CSCS seminar.

Year Four: Apart from the ongoing six-monthly reports and the Work in Progress seminar the student begins to prepare for the final submission of the dissertation. The thesis synopsis should be prepared and sent to the university where the student is registered. In exceptional circumstances, a student may seek extension of registration for a fifth year to facilitate revision and submission of the thesis. The PhD Thesis will be evaluated by two examiners from India or abroad, one of whom will be invited to the final oral defence.

APPENDIX C

GUIDELINES FOR THESIS SUPERVISION

1. At any given time, a faculty member may not have more than five research students under him/her. In any given academic year, a faculty member may not be allotted more than one student. In assigning a student to a supervisor, the Ph.D. Committee shall make every effort to take into account the preferences of both the student and the faculty member.
2. The student's Doctoral Committee shall normally consist of (a) the supervisor, and (b) another member of the CSCS faculty. The latter will be present during the viva and make him/herself available for consultation until the thesis is completed. The thesis has to be approved by both members of the Doctoral Committee and where necessary by a third reader. The student is required to meet the Committee members, and the Committee members are required to meet each other, at least once every semester during the period of registration.
3. The supervisor is required to submit a progress report for each student registered with her/him every six months.
4. In case for any reason the supervisor leaves the Centre, he/she will still continue as the student's supervisor. If the supervisor is unable to continue in this role, the Ph.D. Committee will allot the student another supervisor.
5. In special cases, a student may be permitted to have a faculty member from another institution either as a joint supervisor or as a member of the thesis committee. Such cases may arise when the expertise needed by the student is not available at CSCS.
6. In all matters, the Ph.D. Committee shall be the final arbiter. The above are guidelines which the Ph.D. Committee may change or relax when necessary.

APPENDIX – D

PRE-PH.D. DEFENCE

Examination Procedure:

The viva voce examination will be conducted by a Committee of Examiners constituted for the purpose. It will ideally include an external member familiar with the student's field of enquiry.

The material for the viva will consist of:

- a thesis proposal (approx. 5-6 double-spaced pages) outlining the structure of the thesis, the arguments to be developed, the nature of the evidence to be investigated, the methodology, and a chapter-wise breakdown;
- a sample chapter or essay;
- a bibliography relevant to the thesis proposal and the field of study.

The student will be examined on all of the above for a period of approximately three hours.

APPENDIX E

GUIDELINES OF UNIVERSITIES AFFILIATING THE CSCS PH.D

The Manipal Academy of Higher Education

RULES FOR THE AWARD OF THE DEGREE OF DOCTOR OF PHILOSOPHY IN CULTURAL STUDIES AT THE CENTRE FOR THE STUDY OF CULTURE AND SOCIETY, BANGALORE (REGISTRATION WITH MANIPAL ACADEMY OF HIGHER EDUCATION, MANIPAL)

1. DESIGNATION OF DEGREE:

- 1.1 The Ph.D. degree awarded by the Manipal Academy of Higher Education (MAHE) shall be designated as Doctor of Philosophy of MAHE.
- 1.2 The certificate shall indicate that the Ph.D. is awarded in the field of Cultural Studies. The title of the thesis shall be indicated in the certificate.

2. ELIGIBILITY FOR ADMISSION:

- 2.1 Candidates shall register as full time students.
- 2.2 A candidate seeking admission to the course of study leading to the award of degree of Doctor of Philosophy must possess a Master's degree in any subject from any recognised university in India or abroad, with a minimum mark of 55% or its grade equivalent.
- 2.3 A candidate who does not possess a Master's degree, but has a bachelor's degree, can also apply if she/he has undertaken substantial research in the field of cultural studies and published extensively on related topics.
- 2.4 Candidates are expected to have reading and spoken knowledge of at least one other Indian language besides English.
- 2.5 CSCS reserves the right to modify the eligibility criteria in exceptional circumstances.

3. ADMISSION PROCEDURE

- 3.1 Admission to the Ph.D. programme will be based on the academic track record, research proposal, the writing sample submitted with the application and an oral interview.
- 3.2 The applicant should enclose the following documents with his/her application:
 - a) Bio-data;
 - b) Copies of the under-graduate and post-graduate marks-sheets (one set);
 - c) A sample of writing (no longer than 15 pages or approx. 4000 words, e.g., a reworked term-paper);
 - d) A two-page research proposal.

3.3 The application and supporting documents should be sent in an envelope marked “Ph.D. Programme” to **The Administrative Officer, Centre for the Study of Culture and Society, 466, 9th Cross, First Block, Jayanagar, Bangalore 560011**, to reach by the date specified by CSCS. Shortlisted candidates will be called for an oral interview.

4. FACULTY AND PROGRAMME

4.1 Eligibility to be a Ph.D. Guide/Co-Guide.

4.1.1. Ph.D. degree from a recognized University with minimum 5 years teaching/research experience after Ph.D. and five research publications in reputed journals related to post Ph.D. work.

4.1.2. A Committee appointed by the Vice-Chancellor of MAHE may scrutinize the publications of the individual applicant for guideship and recommend their suitability to be accepted as “Research Publications”.

4.1.3. MAHE may also recognize certain eminent research scholars from outside CSCS and the institutions of MAHE as Ph.D. guides on the recommendation of CSCS.

4.1.4. Students of MAHE, with approval of the university and on the recommendation of CSCS, can select their guide/co-guide from outside CSCS whenever such expertise is not available with the CSCS faculty.

4.2 No approved faculty member shall have

(a) more than 6 Ph.D. students under his/her charge at any one time for the purposes of guidance of their thesis as a Chief Supervisor and

(b) no more than two students per academic year.

4.3 Approval of guides: The faculty members of CSCS who wish to obtain MAHE guideship must apply to MAHE. The applications will be scrutinized by the Vice-Chancellor of MAHE.

4.3.1 The list of MAHE guides, both internal and external, are to be approved by the Academic Council of MAHE.

4.4 Doctoral Committee:

Within three months of the candidate’s registration, the Guide suggested by the candidate shall constitute a Doctoral Committee for the candidate. This Doctoral Committee shall include the guide and two other CSCS faculty members who may contribute to the project.

4.4.1 The change of research project or Guide may be permitted to a candidate provided it is recommended by the Doctoral Committee of the candidate and approved by the Director, CSCS, and Registrar, MAHE. Such changes shall be allowed preferably within the first six months of registration. Only in exceptional circumstances will such changes be permitted after one year of registration. Under circumstances necessitating a change of guide, the

final decision will be taken by the Director, CSCS, and intimated to the Registrar, MAHE.

- 4.4.2 Guide and Co-Guide(s) shall not be closely related to the candidate.
- 4.4.3 In the absence of the Guide for a prolonged period of time, the CSCS Director may appoint another person who is qualified, with the approval of the Doctoral Committee.

5. SUBMISSION OF THESIS PROPOSAL

- 5.1 The candidate shall prepare a detailed thesis proposal underlining his/her proposed research plan clearly stating his/her objectives and methodology to be employed. The proposal should also contain a brief account of the relevant published literature and the existing lacunae in the area of research.
- 5.2 This thesis proposal shall be submitted to the Doctoral Committee within 4 semesters of registration and the committee shall recommend the feasibility of the proposed research plan recommending such modifications as deemed fit.

6. ASSESSMENT OF THE WORK OF CANDIDATES

- 6.1 The progress of the candidate's work shall be periodically assessed by the Doctoral Committee and a report submitted to the Director, CSCS, at the end of each semester.
- 6.2 The Director, CSCS, shall convey the assessment report in writing to the candidate, who may be advised of his/her shortcomings.

7. DURATION OF THE COURSE

- 7.1 The duration of the course will be from the time of registration to the submission of thesis.
- 7.2 CSCS requires a one-year residency in Bangalore. For the first two semesters, the students will be required to enroll in a total of four courses.
- 7.3 The period of registration for the Ph.D. candidates shall be four years with the possibility of a one year extension with the approval of the guide and the Director, CSCS.
- 7.4 Candidates cannot submit the thesis before the completion of three years from the date of registration or after the end of the fifth year.

8. FEES

- 8.1 The candidate should pay the following fees:
 - a) Annual fee (payable to MAHE): Rs.500 per year
 - b) Tuition fee (payable to CSCS): Rs.5000 per year
 - c) Registration fee (payable to CSCS): Rs.1000 per year
 - d) Establishment charges (payable to CSCS): Rs.1500 per year
 - e) Library fee (payable to CSCS): Rs.1500 per year.

- f) Student welfare fee (payable to CSCS): Rs.500 per year
- g) One time thesis submission fee (payable to MAHE): Rs. 3000.

The quantum of fees is to be decided by MAHE and CSCS from time to time. Each institution will decide on the fees falling within its respective jurisdiction.

CSCS reserves the right to offer waivers of fees falling within its jurisdiction to suitable candidates.

9. THESIS AND EXAMINATION

- 9.1 Each candidate for the award of degree of Doctor of Philosophy shall submit four copies of his/her thesis along with a synopsis of the thesis not before the prescribed minimum period and not later than the prescribed maximum period. The thesis shall be certified by both the Guide and by the Co-Guide(s) before its submission.
- 9.2 The guide in consultation with the Doctoral Committee shall submit a panel of examiners at least six months before the expected date of submission of the thesis. The panel shall include six examiners from India and abroad who, on the basis of their published work, are acknowledged experts in the field of study undertaken by the candidate. The board of examiners (as per 9.3 below) shall as far as possible include one foreign expert.
- 9.3 A board of three examiners shall be appointed by the Academic Senate of MAHE for assessment of the thesis. One of them shall be the guide of the candidate, who shall act as coordinator and internal examiner. The other two will be external examiners from the panel of examiners as per 9.2 above. When it is difficult to get a foreign examiner, an additional Indian examiner may be involved for thesis evaluation.
- 9.4 The university shall ascertain from the external examiners their willingness to act as examiners for a particular thesis. A copy of a synopsis of the thesis shall be sent to the external examiners with this communication.
- 9.5 The examiners shall submit a detailed critique of the thesis. Their recommendations for acceptance of the thesis must accompany a precise certificate that the candidate's work has advanced the existing knowledge on the subject and that it is of a standard suitable for publication. In case any one of the examiners is of the opinion that the thesis has failed to achieve the desired standard, and is therefore rejected, precise reasons for such rejection must be stated by the examiner. If the examiner feels that the thesis can be accepted after a revision, he/she shall state the points on which revision is needed.
- 9.6 The external examiner may be requested to send some questions to be put to the candidate at the time of viva-voce examination to seek clarification on the points raised by him/her. These comments shall be made available to the examiners appointed for conducting the viva-voce examination before the commencement of the viva-voce examination.

- 9.7 After the thesis has been approved by the external and internal examiners, a public defence of the thesis will be held, as well as the viva-voce examination to adjudge the general proficiency of the candidate in the subject(s) allied to the candidate's field of work.
- 9.8 If the thesis is rejected by more than one examiner, it will stand rejected and shall not be referred to any other examiner.
- 9.8.1 In the event that the thesis is rejected by only one examiner, it will be referred to another examiner from the approved panel. In case the thesis is approved by this examiner, it will be considered as unanimously approved.
- 9.8.2 If one of the examiners recommend re-submission of the thesis after modifications, it shall be done within a maximum period of six months from the date on which the candidate is so informed by the university.
- 9.9 The candidate shall be entitled to appear at the defence of the thesis and the viva-voce only if the thesis is unanimously approved by the Board of Examiners.
- 9.9.1 If the report from any one of the external examiners is not received within four months, a copy of the thesis is to be sent to another examiner from amongst the approved panel.
- 9.10 The board of examiners for the viva-voce examination shall consist of one external and one internal examiner. Ordinarily, the Guide or one of the Co-Guides of the thesis will be the internal examiner. One of the examiners who assessed the thesis of the candidate will act as the external examiner at the viva-voce examination.
- 9.11 The topic, date and the time of the defence of the thesis shall be announced by CSCS well in advance so that those interested in the topic of the thesis can be present. At the viva-voce examination, the candidate's general proficiency in the subjects allied to the field of study shall also be evaluated. Those attending the public defence who are not members of the board of examiners, can also participate by asking relevant questions. The board of examiners shall take into consideration the views and criticism, if any, of those participating in the public defence of the thesis. However the result of the examination shall be decided solely by the members of the board of examiners.

10. RESULTS

- 10.1 The candidate shall be declared eligible for the award of the degree of Doctor of Philosophy only on the unanimous recommendation of the members of the board of examiners after the viva-voce examination.
- 10.2 In case the examiners are not satisfied with the performance of the candidate in the above examination, the candidate shall be required to reappear for another viva-voce examination after a period of two months provided such specific recommendation is made by the board of examiners.

11. AWARD OF DEGREE

- 11.1 Candidates who qualify for the Ph.D. degree shall be awarded the degree.
- 11.2 A degree under the seal of the university and signed by the Vice-Chancellor, MAHE will be given to each successful candidate at the next convocation held for conferring degrees.

12. CANCELLATION OF REGISTRATION

- 12.1 Registration may be cancelled on the recommendation of the Doctoral Committee based on the lack of progress as requested by the guide and also after giving opportunity to the candidate for defending his/her case.
- 12.2 Registration may be cancelled if the candidate has failed to submit the thesis before the maximum stipulated period.



REGULATION GOVERNING THE DEGREE OF DOCTOR PHILOSOPHY (Ph.D.)

I. SHORT TITLE AND COMMENCEMENT:

- a) This regulation shall be called 'The Kuvempu University Doctor of Philosophy (Ph.D.) Degree Regulation 2002.
- b) This shall come into force with effect from 1st of June 2002.

Note: Candidates who have registered for Ph.D. prior to the date of Notification of this regulation shall, however, continue to be governed by the old regulations.

II. DEFINITIONS:

In this regulation, unless the context otherwise requires or it is specifically defined:

- a) 'Board of Studies' means, the P.G. Board of Studies of the University in the discipline/subject concerned.
- b) "Degree" means, the degree of Doctor of Philosophy (abbreviated as Ph.D.)
- c) "University" means, Kuvempu University.

III. ELIGIBILITY FOR REGISTRATION

- a) A candidate who has obtained a Master's Degree from Kuvempu University or from any other University recognised as equivalent thereto securing not less than 55% marks in the aggregate of the Master's Degree Course as a whole or a candidate who has obtained a M.Phil degree shall be eligible for registration for Ph.D. Degree course. Five percent relaxation may be given in respect of candidates belonging to SC/ST and inservice teachers.
- b) Preference shall be given to the teachers serving in Kuvempu University area.

IV. SUBJECT OF RESEARCH

Subject of research shall be the one which relates to the main branch of knowledge studied for Master's Degree. However, candidates willing to do research in a subject other than the one studied for the Master's Degree but which is of an inter-disciplinary character shall also be eligible for registration.

V. REGISTRATION:

- 5.1 The candidate willing to register for Ph.D. should pay the prescribed fee and submit the prescribed application form, to be obtained from Registrar (Evaluation), and ten copies of Ph.D synopsis of proposed work through the recognised guide to the

Chairman of Department concerned who in turn shall forward it to the concerned Chairman of the BOS. The application along with the recommendation of the BOS shall be forwarded by the Chairman of Department concerned to the Registrar (Evaluation)/ or any other Authority notified for the purpose by the University for registration. In the case of two guides, the candidate should clearly indicate the names of the guide and co-guide in the application.

5.2 a) The candidate for Ph.D. Degree may carry out his/her research work in the P.G. Departments of University after registration.

b) A Candidate for the Ph.D. degree may also carry out his/her research work in any college/ Institution recognised by the Kuvempu University.

c) A Candidate may be allowed to work for Ph.D. degree from Kuvempu University as an external candidate also, provided his/her Guide agrees and there is a Co-guide in the Institution where the study is undertaken and the Institution is recognised as a research center of Kuvempu University.

5.3 No candidate shall join any degree course of study other than those connected with the Ph.D. programme concerned or appear for any other degree examination of University during the period of registration.

5.4 When a candidate who has completed atleast one and a half years of research work from the date of registration desires to leave the jurisdiction of the Kuvempu University and continue to carry out the research project in an organisation/University/Institution Laboratory which has facilities for the concerned research he/she may be permitted to do so by the University and to continue his/her registration on the recommendation of the guide/ guides and on further enquiry, if any, conducted by the University.

VI. SUBMISSION OF THESIS:

6.1. A candidate who has completed the minimum period of two years doing research from the date of his/her registration and not less than three months before the expiry of the maximum period of 5 years or as prescribed for submission of thesis, may submit an application along with 10 copies of synopsis of the thesis through the guide and/or guides to the Chairman, Department of studies who shall forward it to the concerned Chairman of the BOS for further processing. After the recommendation of BOS, the Chairman of PG, shall forward it to the University seeking the permission to submit the thesis.

6.2 a) Not later than six months after obtaining permission of the University to submit the thesis, the candidate must submit four copies of the thesis embodying the results of the research carried out by him/her to the guide/s who shall forward the same to the Registrar (Evaluation) through the departmental Chairman.

b) Every candidate shall submit along with his/her thesis, a certificate from the guide/s under whom he/she had worked, that the thesis submitted is a record of original research work done by the candidate during the period of study under him/her & that it has not previously formed the basis for the award of any degree/ diploma/ associateship/ fellowship or other/ similar titles to the

candidate. If, however, the thesis submitted has formed in past the basis for the award of previous research degree the candidate shall clearly set forth in the preface or written statement the portion/s which formed the basis for the award of the previous degree. Along with the thesis the candidate will also produce a "No dues certificate" from the Chairman, Department of Studies/ Head of the Institution where he/she has worked and also from the University Librarian.

6.3 A candidate should complete his/ her research work and submit the thesis to the University within 5 years from the date of registration.

6.4 Extension beyond 5 (FIVE) years may be permitted on the recommendation of the guide/guides and with the approval of the Vice-Chancellor for a maximum period of one year.

VII. CHANGE OF TITLE:

A candidate may be permitted to change the title of research on the recommendation of the Board of studies.

VIII. PROGRESS REPORTS:

- 8.1 Every candidate shall regularly submit to the Registrar (Evaluation) half-yearly progress reports of the research works done (from the date of the Registration) through the Chairman of the Department/ Head of the Institute duly certified by the guide/guides.
- 8.2 Every such half-yearly report shall be submitted within fifteen days of the completion of the period from 1st January to the end of June and from 1st July to the end of December. However, the very first report for the broken period or a fraction of 6 monthly period shall be submitted either in June or December as the case may be, after the registration.
- 3.3 The half-yearly progress report shall cover the following aspects:
 - a) Progress in the review of literature
 - b) New data acquired or theoretical background/ techniques developed.
 - c) Progress/standardisation of techniques & tools in research methodology.
 - d) Discussion of the work-done including new findings, if any.
- 3.4. If a candidate fails to submit two consecutive half -yearly progress reports in time, his/her registration shall stand suspended. However, the Vice-Chancellor may permit the candidate to submit the previous reports subsequently on the specific recommendation of the guide outlining the justification for such delay. After such permission by the Vice-chancellor the registration so suspended shall be ordered to be restored, but extra allowance in time shall not be given for suspended period.
- 8.5. If two consecutive half-yearly progress reports of the candidate are not satisfactory, the guide may recommend to the University for cancellation of his/her registration. The Registrar(E) shall issue necessary orders in this regard.

IX. RECOGNITION OF GUIDES:

The following may be the recognised guides for guiding candidates for Ph.D. degree; subject to the approval of the University.

- a) All the professors of the Post-Graduate Departments of studies in the University
- b) An eminent scholar in his/her field who has held or is holding the post of a Professor or any person who has achieved distinction within or outside the University sector, whether serving or retired.
- c) All the Readers of the Post-Graduate Departments of studies in the University with - Ph.D. Degree.
- d) All the lecturers (permanent) of the P.G. Departments of studies in the University with Ph.D. degree and having five years of P.G. Teaching experience. However, relaxation can be approved by the Vice-chancellor in cases of persons having achieved distinction in research/teaching. .
- e) Permanent teachers in the constituent & affiliated colleges of the Kuvempu University with Ph.D. degree and satisfying the following conditions:
 - i. He/she shall have a doctoral degree such as Ph.D., D.Sc., D.Litt., D.Ed. in the subject concerned.
 - ii. He/she shall have put in at least six years of teaching-cum-research experience with considerable research publications.
- f) Persons working in other University/Institution/Industries recognised by the University for research and satisfying the following conditions
 - i. He/she shall have a senior position.
 - ii. He/she shall have a doctoral degree such as Ph.D., D.Sc., D.Litt., deed.
 - iii. He/she shall have a research experience of not less than six years with considerable research publications after obtaining the doctoral degree.
- g) In case the guide retires from the service after the registration & before the award of Ph.D. degree of the candidate, the guide-ship will continue till the Ph.D. degree is awarded.

X. NUMBER OF CANDIDATES:

- 10.1 The maximum number of candidates that a guide can supervise at a time shall not exceed seven out of which the candidates belonging to SC/ST shall not be less than two.
- 10.2 Wherever necessary a candidate may have two guides, of which one shall be the guide and other the co-guide and one of them shall be from the University Department/Institution.
- 10.3 All guides shall normally be residents within the Kuvempu University areas except the guides working in the Institutes recognised by the University as centers of Research.

III. CHANGE OF GUIDES:

- a) Change of guide may be allowed within a period of less than two years (after receiving guidance) with the permission of the guide and the approval of the Board of studies and the University.
- b) There can be change of guide provided (i) the guide has gone abroad or left the University/Institution or (ii) the guide dies.
- c) In extraordinary circumstances affecting a student warranting changes of guide, the guide and the student should place the facts before the Board of studies for its opinion. The decision of the University on the recommendations of the Board of studies shall be final.

XII. ADJUDICATION OF THESIS FOR Ph.D.

12.1 The adjudication of Ph.D. thesis shall be by a Board of examiners consisting of the guide and two external examiners to be chosen by the Vice-Chancellor from a panel of 12 examiners, wherever feasible, six Indian and six foreigners, recommended by the Board of Studies. The guide shall be the Chairman of the Board of Examiners.

12.2 Each external examiner nominated to adjudicate the thesis shall send a copy of the report to the Registrar (E), marking a copy to the Chairman, within two months from the date of receipt of the thesis. Such reports shall include:-..

- (i) A critical account of the work of the candidate as embodied in the thesis and an evaluation of the work in terms of its original contribution to the advancement of knowledge.
- (ii) Details of any questions to be asked or points to be clarified at the Viva-voce examination.
- (iii) A definite recommendation as to whether the Ph.D. degree should be awarded or not.
- (iv) the examiners shall be required to answer specifically the following.

a) Can the Degree (Ph.D.) be awarded on the basis of the thesis as presented?

YES/NO

b) If the answer to (a) above is (NO) can the thesis be - resubmitted after revision/ corrections?

YES/ NO

c) Whether the thesis is fit for publication with or without revision?

YES/NO

12.3 The Chairman of Examiner shall forward to the Registrar (E) the individual reports of the Examiners along with the consolidated recommendations of the Board of Examiners.

12.4 When thesis is rejected by one of the external examiner, the thesis shall be referred to the 4th examiner (External). The thesis is deemed to have been rejected finally if the 4th (external) examiner also rejects.

13.5 No candidate shall, however, be permitted to submit the thesis more than two times.

12.6 The thesis may be published in any form after obtaining necessary permission from the University.

XIII. VIVA-VOCE EXAMINATION:

13.1 There shall be an open Viva-Voce examination which shall be conducted after the receipt of the satisfactory reports on the thesis from all the examiners. The examination, shall be conducted by the Board constituted as follows:

- a) Guide/Chairperson
- b) Co-Guide

c) At least one of the external examiners shall be present at the Viva-Voce examination. However, under extraordinary circumstance where an external examiner cannot be present at the Viva-Voce examination, the Vice-Chancellor may appoint a substitute examiner/s from out of the panel recommended by the Board of Studies.

d) The concerned Chairman of the University Department/ Head of the Institution.

e) If the guide cannot be present for any reason, one of the examiners nominated by the Vice-Chancellor.

13.2 Teachers and research scholars of the concerned Departments and / or Institutions may be invited as observers to attend the Viva-Voce Examination.

13.3 The Viva-Voce Examination is primarily defined to test the understanding of the candidate on the subject matter of the thesis including methodology employed and his/her competence in the general field of study. Since the points raised by the examiners of the thesis are to be clarified during the Viva-Voce examination, the report of the examiners who adjudicated the thesis shall be made available to the Board for Viva-Voce examination.

13.4 Members of the Board for the Viva-Voce examination shall report specifically as to whether the applicant's performance in the viva-voce examination is satisfactory or not.

13.5 A candidate who is not successful at the Viva-voce examination may be permitted to undergo the Viva-voce examination for a second time after a period of three months. No candidate shall be permitted to take the Viva-Voce examination more than two times.

XIV. AWARD OF Ph.D. DEGREE

14.1 After the candidate successfully completes the Viva-Voce examination, the

Chairman shall consolidate the recommendations for the award of the Ph.D. degree based on the following:

- a) The reports of the examiners who adjudicated the thesis.
- b) The evaluation of the candidate's performance in the Viva-Voce examination.

14.2 The Chairman shall forward the consolidated and the individual reports to the Registrar(E), Kuvempu University. Based on these reports, the University shall award the Ph.D. degree after the recommendations are approved by the Vice-Chancellor.

XV FEES AND REMUNERATION:

The scale and payment of fees for Ph.D. examination/ Registration/ Submission of thesis/ Change of topic/ Guide and other matters relating to any or all of the above, shall be governed by administrative orders issued from time to time by Kuvempu University.

XVI. REMOVAL OF DIFFICULTIES IN THE IMPLEMENTATION OF THESE REGULATIONS:

If any difficulty arises while giving effect to the provisions of these regulations, the Vice-Chancellor may, in extraordinary circumstances, pass such orders as he may deem fit, in consultation with the committee of the Academic Council, if feasible.

Sd/-

REGISTRAR.

ದಿನಾಂಕ: 20-06-2003ರಂದು ಘನತೆವತ್ತ ಕುಲಾಧಿಪತಿಗಳ ಅನುಮೋದನೆಯಾಗಿದೆ.

ಸಹಿ/-

ಅಖಾಧಿಕಾರಿ

ಕರ್ನಾಟಕ ರಾಜ್ಯ ರಾಜ್ಯಪಾಲರ ಸಚಿವಾಲಯ
ರಾಜಭವನ, ಬೆಂಗಳೂರು.

Sd/-

REGISTRAR.

University of Ulster, Coleraine.

CSCS conducts a joint Ph.D. with the University of Ulster in the field of Comparative Film Studies. This document is to be found at the following link:

<http://www.ulster.ac.uk/research/rps/handbook/handbook.pdf>

APPENDIX - F

CSCS ANTI-SEXUAL HARASSMENT POLICY

PREAMBLE

The Center of Study of Culture and Society is committed to providing an environment, which is free from any form of discrimination or harassment and create a healthy working environment for personal as well as professional development.

1. INTRODUCTION TO THE POLICY

In pursuance of the Guidelines and Norms specified by the Supreme Court of India with respect to protection of women from sexual harassment in work places, the Policy and Procedures laid down herein shall be adopted by Center for Study of Culture and Society (“CSCS”). The main purposes of this Policy would be:

resolving complaints of sexual harassment
promoting a safe and secure work and study environment in which the dignity of all persons is respected and which is free from sexual harassment;
providing an internal procedure for dealing with issues and complaints of sexual harassment which may arise.

2. WHAT IS SEXUAL HARASSMENT?

Sexual Harassment would include any unwelcome sexually determined behaviour whether it is direct or by implication, such as: --
physical contact and advances;
a demand or request for sexual favours;
sexually coloured remarks;
showing pornography;
any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

The distinguishing characteristic of sexual harassment is that it is a conduct with a sexual component, which is unwelcome, unsolicited and unreciprocated. In short Sexual Harassment refers to all types of unwanted sexual attention.

Harassment occurs where a faculty / staff member, supervisor, member of management or co- employee, undertakes or attempts to influence the process of employment, promotion, training, discipline, dismissal, salary increment or other benefit of an employee, job applicant or student in exchange for sexual favours. Sexual harassment may also occur as a result of an act or omission by any third party or outsider.

3. FORMS OF SEXUAL HARASSMENT

Sexual conduct becomes unlawful only when it is unwelcome. The challenged conduct must be unwelcome in the sense that the employee did not solicit or incite it, and in the sense that the employee regarded the conduct as undesirable or offensive.

A single sexual advance, unless severe, may not constitute harassment unless it is linked to the granting or denial of employment or employment benefits. But the unwelcome, intentional touching of a person's intimate body areas is sufficiently offensive to be considered severe, and even a single incident can be considered as harassment. Asking someone for a date is not considered severe. But a repetitive series of non-severe incidents will be considered harassment if the offender was told to stop. It is important for the victim to communicate that the conduct is unwelcome, particularly when the alleged harasser may have some reason to believe that the advance may be welcomed such as a previous consenting relationship.

NOTE: A faculty or staff member or student who was previously been involved in a mutual consenting intimate relationship with another person maintains his or her entitlement to protection from sexual harassment, but s/he should inform the other party that any further sexual advances are unwelcome.

It is impermissible to suggest, threaten or imply that failure to accept a request for a date or sexual intimacy, will affect an employee's job prospects. For example, it is forbidden either to imply or actually withhold support for an appointment, promotion or change of assignment or to offer benefits such as promotions, favorable performance evaluations, favorable assigned duties or shifts, recommendations or reclassifications in exchange for sexual favors. Some forms of sexual conduct, which are considered innocent by some people, may be considered offensive by others. In addition, different social or cultural backgrounds may lead persons to perceive the same conduct differently.

Therefore, all faculty, staff and students are expected to respect the sensitivities of others especially where there may be variations in the interpretation of acceptable behaviour and accordingly cultural differences may not be used as an excuse or justification for sexual harassment.

Sexual Harassment can be classified into three basic types:

VERBAL HARASSMENT: Verbal Harassment would include:

sexually suggestive comments about a person's clothing, body, and/or sexual activities;
sexually provocative compliments about a person's clothes or the way their clothes fit;

comments of a sexual nature about weight, body shape, size, or figure; comments or questions about the sensuality of a person, or his/her spouse or significant other;
repeated unwanted proposals for dates and/or sexual intercourse;
continuous idle chatter of a sexual nature and graphic sexual descriptions;
telephone calls of a sexual nature;
derogatory comments or slurs;
verbal abuse or threats; sexual jokes; suggestive or insulting sounds such as whistling, wolf-calls, or kissing sounds.

PHYSICAL HARASSMENT:

Physical Harassment would include sexual gestures, physical touching, innuendoes, offensive gestures or actions of a sexual nature including indecent exposure or “flashing”; etc that is inappropriate in the workplace and that is unwanted or coerced.

NON-VERBAL HARASSMENT:

gratuitous display of sexually explicit written or audio-visual materials like pornographic posters, cartoons, drawings, books or magazines;
transmission or display of offensive email, screen savers or pornographic computer images;
persistent unwanted attention: following or stalking behavior
unwanted sexual advances that condition an employment benefit upon an exchange of sexual favors.

4. PREVENTIVE STEPS - DUTIES AND RESPONSIBILITIES OF EMPLOYER OR PERSON IN CHARGE

All staff and students of CSCS shall have responsibility for upholding the policy against sexual harassment. But the management of CSCS shall have a particular responsibility to take steps in order to prevent sexual harassment. Some of the responsibilities and duties of the CSCS management or person in charge would be to take preventive steps in some of the following ways:

Notifying, publishing and circulating express prohibition of sexual harassment;
Providing appropriate work conditions to women in respect of work, leisure, health and hygiene;
Ensuring that there is no hostile environment towards women at the work place and also to ensure that no woman employee / student should have reasonable ground to believe that she was disadvantaged;
Prominently displaying the guidelines in order to create awareness among employees and students, especially female staff or students;
ensuring that staff and students are aware of appropriate and acceptable standards of behaviour;
making known the policy, including the procedures for resolving complaints;

taking early corrective action to deal with behaviour that may constitute sexual harassment;
promoting awareness programs designed to prevent sexual harassment

5. GUIDELINES FOR THE VICTIM OF SEXUAL HARASSMENT

Sexual harassment degrades all persons and creates a hostile work environment. The effects of sexual harassment on the victim may include loss of self-confidence and self-esteem, physical symptoms of stress, diminished work productivity, and low morale etc. In order to fight sexual harassment the victim may follow some of these guidelines in order to either prevent sexual harassment or build her case against the harasser.

If any woman is facing sexual harassment, it would be advisable for her to follow these guidelines:

CONFRONT the harasser and inform him that his attention is unwanted. Make it clear that you find the behaviour of the harasser unwanted and offensive. If the harasser persists in his behaviour, write a memo to him asking him to stop. It would be advisable to keep a copy of the memo written to the harasser.

REPORT the problem immediately, verbally and/or in writing directly to the supervisor or Director. The supervisor or Director shall then speak to the person accused, if the victim so desires and requests and inform him about the illegal conduct and its consequences and possible sanctions.

DOCUMENT the harassment. While the incident is still fresh in your mind, write down what happened, where, when, and how you responded, if possible, word for word. Include the names of witnesses, if any. Keep notes in a journal or notebook to show a continuous record, if necessary. Such documentation will be essential if you must defend yourself in court.

SEEK SUPPORT from others. Talk to a friend, colleague, relative, an organized group, or counsellor or someone you trust. Not only will you benefit, you may learn of others who have had similar experiences who can offer strategies for dealing with the harassment and support. Look for witnesses and other victims. You may not be the first person who has been mistreated by this individual.

Wherever it is possible and appropriate, a person who believes that she has experienced sexual harassment should attempt to resolve the matter by stating an objection directly to the alleged harasser. But if either the person feels that she is unable to do this or if this approach does not result in the cessation of the behaviour, then she may choose to activate the file a complaint of sexual harassment with the Complaints Committee established for this purpose.

6. COMPLAINT MECHANISM

A set of procedures have been instituted in order to ensure that:
complaints of sexual harassment are considered seriously and sympathetically and are dealt with promptly and confidentially;

complainants are protected against victimisation or retaliation for lodging complaints;
the rights of both the complainant and the alleged harasser are respected.

The Complaint Mechanism makes provision for the constitution of the Complaints Committee, a body constituted in order to resolve complaints of Sexual Harassment, and the procedures followed by it resolving the complaints received by it with respect to sexual harassment.

a. COMPLAINTS COMMITTEE

(i) COMPOSITION:

The Complaints Committee shall consist of 5 members out of which not less than half shall be women. The Committee Members shall be nominated by the Executive Committee. The Committee Members shall appoint any woman member of the Complaints Committee as the Chairperson of the Committee. The Complaints Committee shall also involve an NGO or any other body or person who is familiar with the issue of sexual harassment, in order to prevent the possibility of any undue pressure or influence from senior levels.

(ii) TERM:

The members of the Complaints Committee shall hold office for a period of 2 years. After completion of two years, new members shall be nominated in their place. No person shall be the member of the Complaints Committee for two consecutive terms.

(iii) DUTIES:

The Complaints Committee shall have the duty to investigate every complaint of alleged sexual harassment in the best manner possible and to act with impartiality, considering the rights of all parties. The Complaints Committee may investigate complaints either when they are made by the Complainant or *Suo Motu*. Faculty, Staff and students should also be allowed to raise issues of sexual harassment meetings and in other appropriate forum.

Where sexual harassment occurs as a result of an act or omission by any third party or outsider, the Committee shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.

b. PROCEDURE ON RECEIPT OF COMPLAINT

Every complaint of sexual harassment shall be thoroughly investigated. When the Complaints Committee receives a complaint of sexual harassment, the following procedure shall be followed by it.

(i) PRELIMINARY INVESTIGATION:

After receiving full details of the complaint, the Complaints Committee shall immediately inform the accused about the nature of the complaint against him and invite his response to the same. Once the Accused has responded to the complaint against him, the Committee shall then proceed to make preliminary investigation of the Complaint. The Committee shall within twenty working days of receipt of the Complaint, investigate and determine whether the Complaint is substantiated. For the purpose of investigation, the Committee may:

- interview co-workers, supervisors etc. of the Complainant as well as the Accused;
- obtain testimony from individuals who were witnesses to the alleged act of Sexual Harassment;
- interview people with whom the alleged victim discussed the incident;
- take any other steps which it deems necessary in order to determine whether the Complaint is genuine.

(ii) ON COMPLETION OF PRELIMINARY INVESTIGATION:

If upon investigation, the Committee comes to a conclusion that the Complaint is malicious or it cannot be upheld for some other reason, then it shall record the same in writing and give directions as are considered appropriate and necessary to remedy the matter. While doing so the Committee shall take into account all the circumstances of the case. Such remedies may include:

- ensuring that the complainant is not subjected to any retaliatory action where the complaint has been made in good faith but is not found to be well grounded;
- ensuring that person accused is not subjected to reprisal, if after investigation the complaint is found and considered to have been made in bad faith or with malicious intent;
- ensuring that the any loss or damage, financial or otherwise, which may have been suffered by the respondent as a result of a vexatious complaint is compensated in terms of money or otherwise;
- reprimanding the complainant or initiating disciplinary action if it is found that the complaint had been filed maliciously or in bad faith.

If the complaint is upheld by the Committee, then it shall first attempt to call the Complainant and Accused together for reconciliation, if the complaint is not grave. But this shall be done only if Complainant is ready and willing for the same. If the matter is settled amicably and to the satisfaction of both parties, then the agreement shall be reduced to writing, and signed by both parties.

The purpose of conciliation is to ensure that any offensive behaviour does not recur; that there will be no reprisals against the complainant; and that if the allegations are shown to be unfounded, they are withdrawn.

(iii) DISCIPLINARY ACTION:

Any faculty/staff / student found to have violated this policy shall be subject to appropriate disciplinary action taken by the Sexual Harassment Complaints Committee, according to the findings of the complaint investigation. If an investigation reveals that sexual harassment has occurred, the harasser may also be held legally liable for his or her actions. On finding a person guilty of committing sexual harassment, the Committee shall take disciplinary action and give such directions as are considered appropriate and necessary to remedy the matter having regard to all the circumstances of the case. The Committee may:

direct the accused to redresses the Complainant any losses or damage, financial or otherwise, which may have been suffered by the complainant as a consequence of the harassment;

direct the accused to pay compensation to the complainant for mental pain and anguish and inconvenience caused to the complainant.

Ensure that complainant is not subjected to reprisal for making the complaint;

Arrange for redeployment of one or both parties, where the relationship between the parties has broken down to such an extent that reconciliation is not feasible;

Initiate disciplinary proceedings against the Accused;

Arrange counseling for either or both parties, if necessary;

Take such other action as it sees fit.

Where the conduct of the accused has amounted to any specific offence punishable under the Indian Penal Code or under any other law, the Committee shall initiate appropriate action in accordance with law by making a complaint with the appropriate authority and also aid and assist the Complainant in whatever way possible.

c. IN CAMERA PROCEEDINGS

All the proceedings of the Complaints Committee shall be in-camera proceedings in order to maintain confidentiality.

7. CONFIDENTIALITY

The Committee shall take utmost care to ensure that confidentiality is maintained at all stages. Complainants and respondents will be advised at all stages of the internal procedure to maintain confidentiality and to discuss the complaint only with those who have an official responsibility for dealing with it.

8. CONFLICT OF INTERESTS

All members of faculty, staff and students involved in the informal or formal resolution of complaints of sexual harassment shall ensure that they have no conflict of interest or bias in relation to any party to the complaint and that there is no perception by the parties that they have a conflict of interest or bias.

Persons having concerns about perceptions of possible conflict of interest or partiality should exclude themselves from the process, refer on to another Advisor.

9. VICTIMISATION

Complaints of victimisation will be treated seriously. Victimisation of complainants is unlawful. Victimisation includes any unfavourable treatment of a person who has been involved with a sexual harassment complaint. Unfavourable treatment could include adverse changes in the working environment, denial of training or promotion, making negative, unfounded or belittling comments etc.

Complaints of victimisation related to a sexual harassment complaint may result in disciplinary action.

10. INFORMATION, EDUCATION AND TRAINING

All the Committee members shall endeavor to create awareness and be aware of issues involved in sexual harassment. They shall enhance their skills in communication, conflict resolution and conciliation, and be informed of the legal issues relating to sexual harassment. Information of the policy and procedures concerning sexual harassment will be distributed to new staff at induction.

11. NON-WAIVER OF STATUORY RIGHTS

This policy and procedures document does not constitute a waiver of any of the statutory and common law rights of both parties and it shall be open to both parties to exercise any of their legal rights.

12. ANNUAL REPORTS

The Complaints Committee must make an annual report to the Government department with respect to the complaints received and action taken by them. The employers and person in charge will also report on the compliance with the aforesaid guidelines including on the reports of the Complaints Committee to the Government department.

13. REVIEW

This policy and procedures document shall be subject to review. The review shall be conducted at two-year intervals.