



L'INSTITUT SHASTRI INDO-CANADIAN  
INDO-CANADIEN INSTITUTE

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# HANDBOOK

FOR MEMBERS OF THE

## CANADIAN MEMBER COUNCIL AND EXECUTIVE COUNCIL

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## Introduction

The Shastri Indo-Canadian Institute (SICI) is a unique bi-national educational enterprise that promotes understanding between India and Canada through scholarly activities and research. The Institute funds research, links institutions in the two countries, and organizes seminars and conferences. It is named after Lal Bahadur Shastri, who served as the Prime Minister of India from 1964 to 1966.

Founded in 1968 with a grant from the Indian government, the Shastri Institute originally sought to encourage Canadian teaching and research on India. Focussing on the humanities and social sciences, it funded fellowships and distributed books and journals to the libraries of its Canadian member institutions. The Institute's success in sparking interest in India Studies among Canadian academics led to a reciprocal interest in Canada among Indian scholars. In the 1980s, SICI began to promote Canadian Studies in India, and in more recent years it has expanded its activities to be fully interdisciplinary, encompassing disciplines ranging from the fine arts to business, science, and engineering.

Currently, SICI's membership pool includes 120 flagship universities and institutions from India and Canada. The Canadian universities and institutions form the SICI Canadian Member Council (CMC) and the Indian universities and institutions form SICI Indian Member Council (IMC). Please refer to the link: <http://shastriinstitute.org/member-council> for a full list of CMC and IMC member institutions. New applications for membership are considered on a regular basis by the Executive Council.

## 1. Thematic Focus

All awards/programs of the Institute are subject to availability of funding. Please refer to the Institute's web site link: <http://shastriinstitute.org/grants-awards> for current program information and application forms.

In general, SICI's program activities fall under the following four thematic areas, all of them predicated on the principles of bi-national communication, partnership, and research:

### **a) Student Mobility**

SICI offers several grants, awards and projects for Canadian and Indian students with a thrust to build the capacity of young students (undergraduate, graduate and doctoral levels) in the areas of widening visions, learning and sharing of knowledge, professional capacity building (e.g. project designing, development, management, research and report writing), raising confidence and intercultural communication skills, etc.

### **b) Faculty Mobility**

SICI offers seed grants, fellowships and travel subsidies to the faculty members of Canadian and Indian member institutions to initiate and promote academic linkages, courses and research interventions to facilitate creation of long-term institutional partnerships as well as capacity building in Canadian and Indian institutions.

### c) Collaborative Research

SICI provides grants for collaborative research (including participatory action research) with a key thrust to form bi-national research collaboration between Canadian and Indian member institutions and other reputed research and development organizations. The research topics include issues related to the national development priorities of India and Canada including the millennium development goals.

### d) Application of Research-Generated Knowledge

SICI also awards grants for application and dissemination of research-generated knowledge. While currently this element of programming is confined to small grants in aid of publication, in earlier years it has extended to larger policy-related and business-related projects, and a process of re-expansion along these lines is envisaged as and when funding levels permit.

In addition to these major themes, SICI is active in mobilizing library resources to support Indian Studies in Canada and Canadian Studies in India, as well as sponsoring scholarly events that are held by member institutions in appropriate fields. SICI is also pleased to offer in-country facilitation and networking services. Both the Canadian Office in Calgary and the India Office in Delhi stand ready to offer advice to members regarding possible cooperative arrangements in each respective country, and to provide support services to those visiting either India or Canada.

## 2. Funding

The Institute receives funding from the Governments of India and Canada. In India, the funding to the Institute is channelled through the Ministry of Human Resource Development (MHRD). In Canada, the Institute received core funding for 2007-2012 from the Canadian International Development Agency, and since that time has received support on an intermittent basis from the Department of Foreign Affairs and International Trade Canada, now Global Affairs Canada. The annual subscriptions from the member institutions and private donations also expand the Institute's funding. Recently the Government of India has approved 5-year funding in an amount equivalent to CAD 7 M for SICI India to provide programs that support Indian higher learning institutions to undertake collaborative educational activities with Canada. SICI's current vision extends to seeking more systematic support from foundations and other donors, while also maintaining traditionally close funding relationships with the respective governments.

## 3. Membership and Governance

### a) Membership (CMC)

SICI Membership in Canada is open to Canadian academic institutions of higher learning and related research councils, institutes, commissions and national museums located in Canada, with **such credentials as approved by the Executive Council. The Executive Council shall have the** authority to admit new Members. A new Member shall become a Member on the date set by the Executive Council. Higher education institutions, to be considered for membership, must normally be affiliated with Universities Canada and maintain

undergraduate and/or graduate teaching and research programs in relevant fields, as well as having an interest in active collaboration with India.

Necessary information and application forms related to membership admission requirements are available on Shastri Institute's website.

## **b) Membership Fees**

Current membership fees are as follows:

<b>Category One</b>	<b>Category Two</b>
<b>Fees for Institutions more than 6,000 students</b>	<b>Fees for Institutions less than 6,000 students</b>
<b>CAN\$ 5,233</b>	<b>CAN\$ 3,140</b>

The Executive Council shall have the authority to set the fees for membership, subject to ratification by the Canadian Member Council.

## **c) Member Representatives**

Each member institution appoints a representative to the Canadian Member Council. A similar process also applies to the Indian Member Council. It is recommended that representatives have a term of three to five years, though this is within the prerogative of the member institution. A representative should be an academic employee (or very recent emeritus) and should be a person with the ability and inclination to represent the institution actively and comprehensively – that is, in a way that will embrace all faculties and disciplines.

## **d) Member Councils**

The Canadian Member Council and the Indian Member Council meet annually in, respectively, Canada and in India. Their responsibilities are to:

- Elect officers and members of the Executive Council;
- Elect Standing Committee Chairs for the relevant committees in each respective country;
- Review the achievements of the Institute during the previous year;
- Discuss the strategic directions for the Institute for forthcoming year/s;
- Make resolutions/recommendations on policy, programs and procedures to be brought forward to the Executive Council and/or AGM;
- Participate in a thematic workshop or conference on a topic of mutual interest that coincides (when possible) with the annual members' meeting.
- Identify a proxy representative for the upcoming AGM when it is held in the opposite country. Executive Council members may carry the proxy votes.

Between annual meetings, members are asked from time to time for their advice and approval on matters via the Institute's online e-governance system.

### **e) Cost Reimbursement to Members for Members' Council Meeting**

The travel expenses for representatives of the member institutions to attend Member Council meetings are reimbursed as per the Institute's travel policy. The Institute's travel Expenses policy including Expense Claim form are available at: <https://www.shastriinstitute.org/travel-expense-reimbursement-policy>

### **Appointment of Officers of Executive Council**

The members in each country elect the officers from their own Member Council to represent their interests on the Executive Council. The Executive Council comprises six members, of whom the Canadian Member Council elects three and the Indian Member Council elects three. Some members of the Executive Council are members-at-large, while others hold specific offices (viz. President; Vice-President/President Elect; Secretary-Treasurer).

Each of the Government of India and the Government of Canada is also entitled to appoint one additional member to the Executive Council, as it may determine from time to time.

The Executive Council meets face-to-face twice per year, including a spring meeting that is held in conjunction with one of the member councils. Meetings are held alternately in Canada and in India. The Executive Council also meets via teleconference and web during the remaining months of the year, whenever called into session by the President.

Except for the Shastri Membership Development Fund (SMDF), the members of the Executive Council are not eligible to apply or receive any awards/grants of the Institute during their tenure.

### **f) Officers and Members of Executive Council**

The following positions are elected by the Member Councils:

- President
- Vice-President/President Elect
- Secretary-Treasurer
- 3 Members-at-Large

The following positions are appointed:

- Government of India representative
- Government of Canada representative

Please note the following:

- ✓ All positions are voluntary.
- ✓ The position of Vice-President and President-elect rotates between the two countries in alternating years.
- ✓ On a rotating basis the members in each country elect a Vice-President/President Elect for a two-year term. The Vice-President serves one year as the Vice President and assumes then the role of President in the following year.

- ✓ The President is also the Chief Executive Officer of the Shastri Institute. The President chairs the AGM and meetings of the Executive Council and the meetings of the Member Council in the country they are from.
- ✓ The Vice-President/President Elect is the chair of the Member Council in the country they are from.
- ✓ The Secretary-Treasurer is elected for a two-year term and is a Canadian position for purposes of facilitating maintenance of the Institute's legal obligations and financial reporting under the Letters Patent as a Canadian organization.
- ✓ Council members are eligible for Shastri fellowships, but members of the Executive Council are not while in office.

## 4. Communications

Posters and notices advertising the Institute's programmes are circulated to Members from time to time. Members ensure that these are given prominent display on bulletin boards, etc. and make others aware of the Institute's programmes and fellowships.

The following publications assist members to publicize and represent their institutions to Shastri Institute and the wider networks:

- a. **Newsletter:** The Shastri Newsletter is published periodically. It features current topics of interest and contributions from member institutions.
- b. **Program Guide:** The Shastri Program Guide is published biannually. It features details of the Institute's programmes of interest both to the individual scholar and to member institutions.
- c. **Annual Report:** An Annual Report is published upon completion of each fiscal year. It features a review of the year's activities as well as a financial summary. It is distributed to the member institutions, various funding agencies as well as individual donors.
- d. **Handbook for Members:** A Handbook for Members' is published/updated annually to assist members to represent the Institute at its member institutions.
- e. **Website:** SICI maintains a single website that encompasses activities in both Canada and India. The site contains detailed program information, various policies governing the Institute's programs and administrations, information about various upcoming events of the Institute, information of alumni, etc. The website address is:  
<https://www.shastriinstitute.org/>

## 5. Volunteer Committees

The business of the Institute is conducted by volunteers and through its various standing, program adjudication and other committees. All Shastri committees are advisory in nature. Their decisions are recommendations to the Executive Council, or in the case of electoral nominations to the members as gathered in the Member Councils.

### a) Standing Committees in Canada

- Nominating Committee
- Conflict of Interest Committee

The members of the Standing Committees are elected by the member during the annual Canadian Member Council meeting. Members of the standing committees are not eligible for any awards adjudicated by their committees.

#### ***Nominating Committee***

The Nominating Committee proposes at least one nominee, and preferably two, for each of the positions on the Executive Council and for standing committee Chairs becoming vacant at the upcoming annual Member Council meeting. It calls for formal nominations from the Member Council by March 31st. The nominators may provide documentation highlighting the recent academic and administrative accomplishments of their nominee, and nominees themselves may write statements about their platform and reasons for seeking office. The Committee circulates this material to the Member Council prior to the annual meeting. Nominees may also be required to give a short speech at the annual Member Council Meeting about their candidacy. Nominations are also accepted from the floor.

#### ***Conflict of Interest Committee***

This Committee is appointed to advise the Executive Council on any issue relating to actual or potential conflict of interest. The Committee ensures the Conflict of Interest policies, approved by the members are followed.

#### **b) Program Adjudication Committees in Canada** (formed as & when required)

The formation of a Program Adjudication Committee depends on the availability of that program in any given year. All adjudication committees are duly ratified by the Executive Council. Following are some examples of committees formed in recent years:

- Shastri Research Grant Committee
- Action Research Project Grant Committee
- Pro-Development Initiative Grant Committee
- Institutional Research Collaboration Development Committee
- Policy Research Grant Committee
- Faculty Mobility Grant Committee
- Faculty Training and Internationalization Committee
- Partnership Development Seed Grant Committee
- Shastri Partnership Seed Grant in Aid Committee
- Scholar Travel Subsidy Committee
- Student Excellence Award Committee
- Lal Bahadur Shastri Student Prize Committee(s)
- Youth Internship Project Committee
- Internship Projects for Indian Students Committee

#### **c) Shastri Local Committees**

Local Shastri committees have been set up at some Canadian member institutions. Headed by the institution's representative on the Member Council, they typically help organize lectures and courses, host Indian visitors, and sponsor cultural events with an Indian focus. Their activities are noted regularly in the Institute's newsletter. Some committees have also



been important in recruiting academic and community support for their institution's membership in Shastri. All local Shastri committees, however, are constituted independently of the Shastri Institute, and have no formal legal or financial ties with it.

### **Other Ad hoc Committees**

In addition, need based committees are set up time to time by the Executive Council in order to accomplish specific and time bound requirements. In most cases, these committees comprise at least one Executive Council member and member/s from the Canadian and or Indian member councils.

### **Appendices**

- a) Bylaws (link: [http://www.shastriinstitute.org/sites/default/files/bylaws\\_amended\\_july\\_2008.pdf](http://www.shastriinstitute.org/sites/default/files/bylaws_amended_july_2008.pdf))
- b) List of Executive Council Members (link: <https://www.shastriinstitute.org/executive-council> )
- c) List of Canadian and Indian Members' Councils (link: <https://www.shastriinstitute.org/member-council>)

