



JNANA PRABODHINI
SAMSHODHAN SANSTHA
HR POLICY AND PROCEDURES



Date: July 2015

Jnana Prabodhini Samshodhan Sanstha, 510, Sadashiv Peth, Pune 411030

This manual is the property of the Jnana Prabodhini Samshodhan Sanstha. The compilation of this guide was done by the JPIP office of Jnana Prabodhini Samshodhan Sanstha. Any changes or alterations can only be made with the approval of the Director.

Currently, its being implemented at JPIP, For any comments on this document please contact the Director's Office of JPIP.



SECRETARY

Jnana Prabodhini Samshodhan Sanstha



Director

Jnana Prabodhini's Institute of Psychology
510, Sadashiv Peth, Pune-411030.
State: Maharashtra, INDIA

Contents	2
Contents.....	4
About Jnana Prabodhini Samshodhan Sanstha	4
Introduction.....	5
Departments	5
JPIP Director's Office	5
JPIP Finance and Accounts Office.....	6
Human Resources	6
SECTION ONE – INTRODUCTION	6
Underlying Principles and Values.....	6
The aim of this manual is to:.....	6
SECTION TWO – RECRUITMENT AND SELECTION	7
Policy Statement	7
Objectives.....	7
Employment Types.....	8
Permanent employment	8
Contract Employment.....	8
Recruitment and Selection.....	8
Filling of Permanent Posts.....	8
Contract Employees.....	8
Selection	9
The Appointment.....	9
Documents required to be submitted by New Employee.....	9
SECTION THREE – EMPLOYEE BENEFITS/CONDITIONS OF SERVICE.....	9
Objectives Of Employee Benefits.....	9
Leave	10
Introduction to Leave	10
Leave Procedure	10
Uniform Dress Policy	11
Objective of dress code	11
Official Dress Code.....	11
Provident Fund, Gratuity.....	11

Trust Email and Internet Use	11
Department Action Plan.....	12
Grievance Handling	12
Employee Training.....	13
SECTION FOUR – DEPARTING EMPLOYEES	13
Informal Exit Interview and Procedures Objectives.....	13
Resignations	13
Retirement Age	13

About Jnana Prabodhini Samshodhan Sanstha

Introduction

Jnana Prabodhini Samshodhan Sanstha (JPSS) was conceptually founded by the Late Dr. V.V alias Appasaheb Pendse along with Jnana Prabodhini, the parent institute in 1962-63. He was an Educationist and Professor of Psychology in University of Pune. He was a visionary educationist with the zeal of 'man making for nation building'. He gave JP the philosophical and spiritual base to become a vibrant and dynamic organization. Indian Centre for Encouraging Excellence, Bombay chose him for 'Excellence Award' for his contribution. JPSS was formally established after his demise, navigated by Prof. Dr. Usha Khire, one of the founders of JPSS, an internationally acclaimed psychologist- psychometrician for her outstanding work on Guilford's model of intelligence. Recipient of the 'Life time achievement award', she made JPSS a frontier social science research institute in India.

JPSS was established in 1985 is registered Research Society also covered under Higher Education (No. RSI / 2852 & 2856). JPSS aims at conducting fundamental and applied research in areas of social sciences and Indian cultural heritage.

Jnana Prabodhini Samshodhan Sanstha, well-known today as a reputed organisation on the national and international level, began its work in the form of a small seed of an experiment for educating the gifted. We can see this seed developed into movements spread across various rural and urban areas through different fields of work. Currently it is working in the diverse fields of Psychology, Education, Sanskrit, Indology and Gender Studies.

Jnana Prabodhini's Institute of Psychology (JPIP) is a department of JPSS, affiliated to SPPU, recognized by UGC under 2(f), 12(B). JPIP aims at identifying and nurturing human potentials for positive social change. It has been doing conceptual and applied research in areas of giftedness, leadership, quality of life, psycho-social environment and motivation with the aim to bring in fusion of western and eastern models. It applies the research outcomes through various assessment and training verticals offered to the society. It has 60+major, 50+minor projects, 200+ standardized tests, and 100+ journal publications to its credit. JPSS has been providing a research back up to many organizations for impact assessment and also conducts research and applied projects independently.

Ten years future plan of JPSS is getting upgraded for next ten years focusing on the following areas for research and extension activities, spreading across domains like Projects, Academics, Assessment, Training, Guidance ensuring reach to grassroots.

Giftedness, Quality of Life, Motivation, Psycho-Social Climate, Leadership, Gender Psychology and Indian Psychology.

Departments

The departments under Inana Prabodhini Samshodhan Sanstha (JPSS) Trust are enlisted below

1. Inana Prabodhini's Institute of Psychology (JPIP)
2. Sanskrit Sanskriti Samshodhika
3. Samajik Shastra

JPIP Director's Office

This office takes care of

- Work related to all communication with various Internal departments as well departments of other trusts
- Prepares all the monthly, quarterly reports required for various meetings in coordination with JPSS Admin
- Works on all legal and statutory documents in coordination with JPSS Admin
- All the secretarial work is handled through this office.
- Management and Publication of various articles/books written by JPSS in coordination with JPSS Admin.

JPIP Finance and Accounts Office

This department takes care of Finance & Accounting.

Human Resources

This manual is the property of the Jnana Prabodhini Samshodhan Sanstha . The compilation of this guide has been done by the JPIP's Director's Office. Any changes or alterations can only be made with the approval of the Chairperson and Core Management Committee (Sah-vichar Samiti).

SECTION ONE – INTRODUCTION

Underlying Principles and Values

- Human being is a 'Source' , not a 'Resource'
- Motivation Building and Attitude formation are the objectives of Human Development at JP
- Encouragement will be given to full-time, part time, task based and also to honorary services
- Employment procedures are adhered to, at the same time, voluntary work is encouraged.
- Policies are in-line with Trust's Constitution.

The aim of this manual is to:

- a. Lay down the framework for facilitating consistent action and behaviour in respect of employment relations management in the organization.
- b. Lay down the principles or settled rules of action to which operating management and employees are subject.
- c. To indicate how the employment relationship should be operated in the organisation.
- d. Ensure that all the Organization Human resources Practices are in line with the organization's Mission, Vision and Values.

Each section has an overall objective, followed by a procedure/policy for each element in that section.

This manual is intended as a working document for use by each section/ verticle of JPSS. The manual is by no means intended to be restrictive, nor is it intended to be confidential – all staff should have knowledge of this manual, its contents and its whereabouts. A copy should be available at each head of discipline for staff to view.

All relevant current legislation has been incorporated into policies, but in an ever-changing environment the contents will continue to be updated in line with legislative requirements.

Should a specific policy become out dated, the matter should be brought to the attention of JPSS management. It is imperative that policies/ procedures are not changed at Unit or Department level in isolation.

The Formal communication between departments of JPSS happens in Marathi or English language. Rest of the communication with external world is preferably done in Marathi, however, where ever required English is used for convenience.

SECTION TWO – RECRUITMENT AND SELECTION

Policy Statement

It is the policy of the organization to promote, as far as possible, the principle of "staffing from within". Every attempt will hence be made to identify and develop the potential of existing employees to enable them to fill vacancies as and when they arise. The latter can however not be done at the cost of the operational requirements of the organization. All recruitment and selection decisions will, however always be made in a fair and transparent manner, in accordance with job and organizational requirements and in line with all legislative requirements as a minimum. Employment is open to all castes, creeds and religions.

Objectives

- To ensure that there is fairness in all staffing decisions.
- To ensure equal employment opportunities keeping into view the UGC guidelines wherever applicable.
- To ensure that the organization attracts, recruits and retains the right people with the right competencies, at the right time.
- To ensure that if recruitment and selection take place against set and defined criteria.
- To ensure that as far as operationally possible all positions first be advertised internally and subsequently externally should suitably qualified candidates not be found internally.
- To facilitate where operationally possible that succession planning is in place.
- To ensure that the correct administrative processes are followed.
- To ensure that all new employees are orientated and familiarized with all relevant organization benefits.
- To ensure that all new employees recruited for Permanent employment will undergo a probationary period in a consistent and fair manner.
- To ensure that the best possible field of candidates is attracted to apply for vacant positions.
- To ensure that recruitment and selection is cost effective.

In achieving these objectives, the Organization will uphold the rights of the individual, as set out in the Constitution and comply with the laws and statutes regarding fair employment practices.

Employment Types

The different ways in which human resources can be utilised, as well as the circumstances in which it would be appropriate, are described in summary as follows:

Permanent employment

When a person is employed on an indefinite basis, subject to a probationary/contractual period (that is reasonable with reference to the nature of the job) this is normally referred to as permanent employment. Based on the position of employee, a probation/contract period is observed during the employment. During this period, probation period can be either terminated/increased/confirmed based on the recommendation by department head.

Contract Employment

When a person is employed for a definite period with terms agreed by both parties, then it is referred as Contract employment. A contract agreement is signed by the employee before joining the organization.

Recruitment and Selection

Filling of Permanent Posts

Whenever a position becomes vacant or a new position is created, the Institute Head or Section Head puts up request for requirement and if required ad will be posted. The requisition, together with a job description and job specification for the position, is to be routed through Office and core management committee.

Contract Employees

The Head of Department submits Requisition for Staff form and submit to office who will obtain the necessary approval. Same procedure as above must be followed.

Contract employees should only be employed under the following circumstances:

- To replace an employee who is absent for a long period (e.g. maternity, leave/illness)
- To assist with a specific task for a specific period or specific project
- To extend employment for a limited period on reaching retirement age

Selection

All applicants are required to submit application request along with resume. The concerned section will do primary screening of applicants, draw up and discuss a short list with the Managing body. Interviews and final selection of candidates will be carried out by the members appointed by the managing body. The employment package will be authorised by the Section head and core management committee.

The Appointment

The Institute Head will:

- Make the offer to the successful applicant.
- Follow-up the offer with a letter of appointment before the starting date
- Appointment letter for Permanent Employees captures the Details of work, Terms & Conditions of work
- For Contract Employees, the Details of work, Terms & Conditions of work are captured in Agreement document.

Documents required to be submitted by New Employee

Permanent Employees

- Aadhar Card
- PAN Card
- Photo

Contract Employees

- Aadhar Card
- PAN Card
- Professional Tax Registration
- Photo

SECTION THREE – EMPLOYEE BENEFITS/CONDITIONS OF SERVICE

Objectives Of Employee Benefits

- To treat employees in a consistent and fair manner in respect of benefits.
- To ensure that the criteria relating to the qualification of the benefits are fair and equitable.
- To ensure that there is no discrimination with regard to the provision of employee benefits.
- To ensure that the trust provides benefits consistent with the relevant legislation.

Leave

Permanent employees are required to sign on muster/ do biometric attendance on daily basis and in case of leave, the application approved by department head will be required to be submitted to Office.

Sections are encouraged to follow biometric attendance method.

Attendance to Cultural Practices (Upasana, Prayer, Common Ceremonies etc) is encouraged by departments.

Introduction to Leave

All forms of leave are a condition of service as determined by JPSS, with the exception of minimum statutory requirements.

For ease of reference, this policy has been divided into the following categories:

Permanent Employees: (Per Year)

- Casual Leave – 12 Days
- Earned Leave - 30 Days
- Sick Leave - 10 Days
- Maternity Leave- as per government circular
- Public Holidays: List published every year

The Leave accumulation period is from 1st July to 30th June of next year.

Earned leaves can be accumulated till 60 in number and can be encashed by keeping 15 leaves aside with prior approval of department head. The encashment is typically done during Diwali period. (Not Applicable to B and above grades)

Leave Procedure

An Application for leave is to be submitted for any period during which an employee is not at work, irrespective of the nature thereof and the level of occupation. Properly completed application forms must, where possible, be submitted.

Leave forms must be completed in full. The Employee must sign the form and attach documentation (e.g. sick certificate) if applicable, to the leave form prior to its approval. The employee must sign any changes on the leave form.

Employees must ensure that their leave form has been authorised by their Section Head before proceeding on leave.

Section Heads must ensure that the employee qualifies for leave before approving the leave form.

Uniform Dress Policy

Objective of dress code

The purpose of a dress code is to build and enhance the status and image of JP employees and to project a right image.

The dress code will apply equally to all staff (males and females) at all levels in the Trust. The time the dress code need to be adhered to, is by special instruction of management in the event of a special occasion.

The Uniform for males: (See the circular)

The Uniform for females: (See the circular)

Official Dress Code

All administrative staff must be presentable at all times.

Working attire must appear neat and professional at all times (Indian dress code is preferred) and this refers to clothing, clean. Loose seams, hems and lost buttons are not acceptable. Wearing the prescribed Uniform on the predetermined work day / common gatherings/ meetings is encouraged.

Provident Fund, Gratuity

All permanent employees are eligible for Provident Fund, and Membership of Group Gratuity Scheme as per the Indian Government Statutory Laws.

In some cases at department level Medical facilities, Insurance while on outstation job, Membership of Pat-Pedhi, Perks such as tea etc., canteen and temporary staying facility have been provided to employees with initiation at department head level and in discussion with Director and his approval.

Trust Email and Internet Use

This policy describes guidelines with regard to:

Use of Trust owned or sponsored personal computers, laptops, related hardware and Trust owned software, access to and disclosure of electronic mail messages sent or received by employees or contractors of the Trust with use of the Trust's e-mail system.

The electronic mail system has been installed by JPSS to facilitate organization communications. Although each employee has an individual password to access this system, it belongs to the Organization. All e-mail messages are Organization records. Employee should use it for official purposes. Incidental and occasional personal use of e-mail is permitted by JPSS, but these messages will be treated the same as other messages.

Employee shall not use JPSS's e-mail or internet system in any way that may be seen as insulting, disruptive, or offensive by other persons, or harmful to morale. Every staff

member has a responsibility to maintain and enhance the organization's public image and to use organization e-mail and access to the Internet in a productive manner.

All employees are to ensure that their computer is enabled with the Organization approved virus protection software. To avoid the transmission of viruses, employees should first scan diskettes or CD-ROMs for resident viruses prior to accessing information on the diskettes or CD-ROMs.

For new employee joining the organization need to write application for email Id, Internet access with approval from department head and should be submitted in central office for further proceedings.

Department Action Plan

The Department Action Plan is prepared each year and is presented at "Varshik Varsharambha" programme conducted in between September to October every year. This action plan presents the yearly goals of that section.

Then its further defined at the sectional level with the objective of aligning yearly activities of employees in line with overall action plan. Each section identifies individual employee responsibilities and assigns it. The execution of the responsibility fulfilment is monitored at defined frequency.

Grievance Handling

A grievance is any dissatisfaction or sense of injustice, or unfairness felt by an employee in connection with his/her work or employment situation that is brought to the attention of the person(s) in charge of the employee, other than in terms of the Conditions of Service and other than arising from disciplinary action.

This grievance procedure is intended to facilitate the effective handling of grievances that may from time to time present themselves in the working environment. The organization accepts that it is in the mutual interest of the organization and its employees that a procedure exists to bring grievances to the attention of the management without fear of discrimination or victimisation.

It is intended that grievances be resolved as expeditiously as possible and as close as possible to their sources. It is incumbent upon supervisors and officials at all stages of the procedure to resolve the grievance or whether it should be referred immediately to a stage where it can be resolved.

This grievance procedure applies to all employees, as defined.

A grievance handling exists at trust level and the responsibility to handle and resolve the grievance rests at the senior member level. They would advise both parties of their rights and responsibilities and be impartial at all times.

Employee Training

The objective of employee training is bring in efficiency in their work by providing additional knowledge of subject, technology, software tools etc. In-house trainings on relevant topics will be arranged at various levels. The training needs are discussed at the sectional level and appropriate action plan is finalised with approval from director and is processed further for implementation. Apart from this some common skills and ability training programs are arranged for all employees once a year.

SECTION FOUR – DEPARTING EMPLOYEES

Informal Exit Interview and Procedures Objectives

- To ensure that employees leaving the Trust are treated in a fair and equitable manner.
- To ensure that all departing employees receive the correct compensation and documentation.
- To determine reasons for departure and to document them.

Resignations

Resignations are accepted in writing and subject to the following:

- It is expected that employees serve their full notice period.
- Notice of resignation will not be acceptable during a period of casual, sick leave or unless with the approval of the Departmental head and vice-versa.
- Leave may not be taken during notice period unless with the approval of the Department Manager.

Retirement Age

The retirement age for recognised teachers is as per UGC norms wherever applicable. Otherwise normally it is 60 years of age for Assistant and associate Professor and 65 years for the Director of the institute, while for all other staff it is 58. However any Permanent/Contract Employees can discontinue the employment with three/ one month prior notice respectively in writing.

Based on the recommendations from section head and Managing Body, a retired employee can resume job on contract basis with applicable terms & conditions therein.