

# INDIAN INSTITUTE OF PSYCHOLOGY AND RESEARCH (IIPR)

Affiliated to Bengaluru Central University & Approved by Government of Karnataka

A unit of Sarvodaya Seva Sangha®

## 1. Service Rules for Teaching and Non-Teaching Staff

### 1.1 Nature of the Institution

Indian Institute of Psychology and Research is a private Christian (Catholic) minority institution established and managed by Franciscan group of fathers belonging to the **Order of Friars Minor (OFM)** - a Catholic religious order. IIPR is a unit of the **Sarvodaya Seva Sangha(SSS)** - a non profit organization(charitable society). IIPR is located in St. Anthony's Friary Campus, #85, Hosur Road (Near Madiwala Check Post) Bangalore - 560 095, Karnataka.

The following Service Rules are applicable to the Teaching and Non-Teaching Staff of the Indian Institute of Psychology and Research, Bangalore.

### 1.2 Selection and Appointment of the Employees

A teaching staff is appointed on the recommendations of the Selection Board consisting of:

- I. Chairman
- II. Principal
- III. Head of Operations
- IV. Coordinator Academics/Head of the Department
- V. Coordinator UG
- VI. Assistant Coordinators of PG
- VII. Assistant Coordinators of UG

A non-teaching staff is appointed on the recommendations of the Selection Board consisting of:

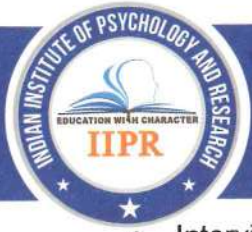
- I. Chairman
- II. Principal
- III. Head of Operations
- IV. Coordinator HR

### 1.3 Selection Process

#### 1.3.1 Teaching Staff

The Selection process for teaching staff consists of:

- Advertisement
- Screening of applications



- Interview shortlisted candidates
- Demo class, if any
- Selection and Appointment

### 1.3.2 Non-teaching Staff

The selection process for Non-teaching Staff consists of:

- Advertisement
- Screening of applications
- Interview shortlisted candidates
- Selection and Appointment

### 1.4 Probation and Confirmation

On initial appointment, the staff will be on probation. The period of probation is for a maximum period of 6 months, extendable up to another 3 months based on the performance review.

### 1.5 Age of Admission

No person below 18 years of age should be appointed to any post.

### 1.6 Job Description

Every employee would be provided with a job description of his/her specific assignment. The job description may be changed or modified by the management as per the need of the institution.

All are expected to carry out their responsibilities faithfully and to the satisfaction of the management. Any failure to carry out his/her assigned duty will be treated as misconduct.

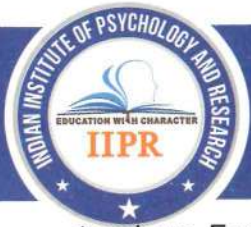
### 1.7 Hours of Work

Employee working hours for the teaching and administrative posts will be notified by the principal and the same will be mentioned in the Offer/Appointment Letter.

### 1.8 Feedback and Evaluation

Performance appraisal and evaluation are made annually for current and future reference and steps are taken, wherever needed. For teachers, Students-Evaluation is taken at the end of each semester and the Principal shares the summary of the Students-Feedback with the





teachers. For Teaching and Non Teaching Staff peer evaluation along with Self-Appraisal is taken at the end of every academic year.

## 1.9 Promotion and Career Advancement

Indian Institute of Psychology and Research Career Advancement of Scheme regulations shall apply for the Promotion and Career Advancement of the Teaching staff and Non Teaching staff.

## 1.10 Remuneration and Emoluments

### 1.10.1 Remuneration

- Salary of an employee is fixed as per the salary structure of the institution based on the IIPR Career Advancement Scheme.
- Employees shall be paid before the 5th working day of the following month.
- Statutory deductions towards income tax, professional tax, provident fund, or any other tax payable by the employees will be deducted at source.

### 1.10.2 Increment

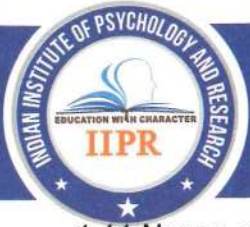
- The annual increment is one step higher in the scale of pay applicable to employees.
- An employee will be eligible for an increment based on satisfactory performance of his/her responsibilities during the procuring year and the IIPR Advancement Scheme.
- The outstanding performance of an employee/completion of PhD may be rewarded with the additional increment at the discretion of the management.
- The management reserves it's right to withhold increment if it is not satisfied with the performance of the staff members.

### 1.10.3 Gratuity

A staff who retires/leaves/resigns the service with due notice but not discharged for misconduct or convicted for a criminal offense shall be entitled for gratuity provided the total number of years of service including the period of probation is not less than 5 completed years.

### 1.10.4 Provident Fund

- On successful completion of the probation period, the Administrative, Teaching and Non-Teaching staff members will be eligible for the provident fund scheme.



## 1.11 Norms of Leave

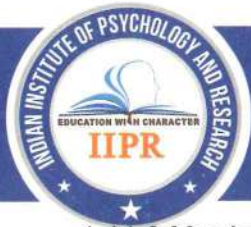
### 1.11.1 Leave

- While leave is the privilege of an employee, it is subjected to the exigencies of work. Hence the management has the discretion to postpone, curtail, refuse or revoke leave according to the exigencies of the situation.
- An employee seeking leave shall submit a leave application in the prescribed format before proceeding on leave. He/she shall not proceed on leave unless the said leave has been approved by the authority concerned.
- In case of an emergency or unfortunate circumstance where an employee may not be able to obtain prior approval of leave he/she shall immediately contact and inform his/her coordinators about his/her inability to attend office and the reason for which such leave is required. If the oral communication is accepted by the authority, it should be followed by a written leave request on or before rejoining the duty.
- An employee who has taken leave without prior approval of leave for a period of more than 10 consecutive calendar days shall be deemed to have left his/her job on his/her own accord.
- No two types of leave can be combined at the same time.
- To avoid inconvenience to the students, teaching staff who avail leave shall arrange his/her classes to be conducted by other teachers. The details of arrangements, duly signed, should be submitted along with the leave letter.
- An employee is entitled to 12 days of casual leave in a year.
- Casual leave can be availed for a maximum of 2 days during the probation period and 4 days after the probation period, at a time for any major contingencies.
- Casual leave can be availed only after the approval. However, in case of emergency, this condition may be waived at the discretion of the sanctioning authority.
- The authority to grant casual leave shall be the Principal.

### 1.11.2 On Duty Leave

- On Duty leave may be allowed to the teachers who wish to attend meetings in the University, Academic Seminars, Conferences, Workshops, Paper Presentations, Valuations, Invigilation Duty and serve as Resource Person/Chief Guest. The on duty leave may be granted if the sanctioning authority is satisfied that such attendance/participation is in the interest of the institution.
- Teachers/Non-Teaching staff who have been deputed for official work of the Institution will be eligible for on duty leave.





## 1.11.3 Marriage Leave

The Management provides 10 calendar days of leave in a single slot for the marriage of the concerned staff member.

## 1.11.4 PhD Leave

Two days of leave will be provided for the submission of thesis/viva voce examination of PhD.

## 1.11.5 Extraordinary Leave

The management may sanction an extraordinary leave on the loss of pay at its own discretion.

## 1.11.6 Unauthorized Absence

- Absence without leave shall be constructed as misconduct.
- Salary for the days of absence without authorized leave shall be deducted from the monthly pay.

## 1.12 Demission from Duty.

### 1.12.1 Resignation

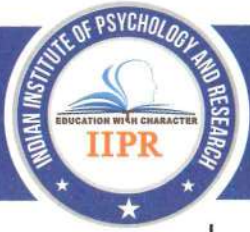
- In the interest of the students and to maintain overall administrative efficiency, no faculty member shall leave service in the middle of the semester/academic year.
- A faculty member/non-teaching staff may resign from his/her post by giving due notice for the period of time prescribed in the appointment order. The resignation becomes effective only when it is accepted by the Management.
- If a faculty member resigns in between the semester/academic year without the notice period, the relieving formalities will not be carried out by the employer.

### 1.12.2 Retirement/Superannuation

- Staff shall retire from the service of the institution at the completion of 60 years of age.
- Retired faculty members may be continued/re-employed by the Institution, at its sole discretion, up to the age 70 years on a yearly contract basis.

### 1.12.3 Termination

- The services of staff member in the probationary period or a regular staff may be terminated for any of the following reasons with immediate effect or with one month's notice:



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- I. If the employee becomes of unsound mind or physically incapacitated.
- II. If the employee is a party to any criminal offense inside or outside the campus.
- III. Moral turpitude.
- IV. Dereliction of duty.
- V. Absence from duty for more than 10 consecutive days without prior.
- VI. intimation/leave or overstays beyond the sanctioned leave without intimation/and sanction of leave.
- VII. Non-discharge of duties in relation to the assigned examination work.
- VIII. Negligence of academic or extracurricular or clerical or other duties that have been assigned by the Head of the Institution.
- IX. Failure to complete academic duties assigned despite repeated reminders.
- X. Unsatisfactory services.
- XI. Misconduct or willful and persistent neglect of duty.
- XII. Unsatisfactory feedback of students about his/her teaching and other academic undertakings.
- XIII. Stealing of intellectual property.
- XIV. Indulgence in such acts of conduct which are prejudicial to the interests, objectives or reputation of the institution such as sexual harassment, defamation of fellow employees, use of physical violence, participation in strike and abetting.

## 1.13 Penalty and Punishment

1.13.1 Minor Misconduct: The penalty and punishment for minor misconduct are:

- Oral warning
- Warning by a letter
- Censure
- Suspension without pay for a period not exceeding 4 days.

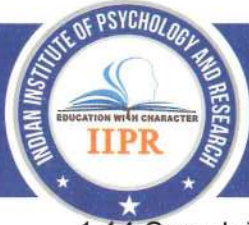
1.13.2 Major Misconduct: The penalty and punishment for major misconduct are:

- Suspension from duties
- Compulsory retirement
- Dismissal/Termination of service.

1.13.3 Power to impose penalties:

The power to impose penalties on the staff will rest with the Principal in respect of minor misconducts or major misconducts.



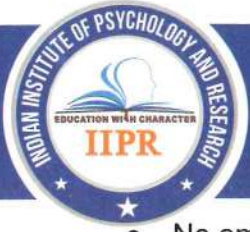


## 1.14 Complaints

- All complaints of employment, including unfair treatment, should be submitted by the employee to the Principal.
- If the employee feels that he/she has not obtained redress or intimation of redressal within a month, he/she may submit his/her grievance in writing to the Chairman.
- On receipt of complaint, the Chairman of the Trust shall provide the decision within 90 days after an in-depth study/enquiry.

## 1.15. Rules of Employment

- No employee shall keep in person or take out of the office, any document of the institution either original or copies, without the explained written permission of the management.
- Teachers/Non-Teaching staff shall regularly maintain the work done diary which has to be submitted to the Principal on a weekly basis.
- Annual/Biannual evaluation of the teachers will be made to assess their performance individually.
- No teacher shall discriminate against any student on political/social/religious ground or for other reasons and shall not incite students against other students or other teachers, colleagues, or the management.
- In addition to the duties of teaching and allied activities, every teacher shall strive to make himself/herself available to the students/institution and management by organizing useful and relevant programmes, co-curricular and extra-curricular activities.
- The workload of a teacher shall be prepared according to the guidelines of the University/Government from time to time. However, the management may increase/decrease the workload of staff members depending on the specific needs of the institution.
- The working hours of non-teaching staff will be specified either in the appointment letter or changed and fixed through written or oral communication.
- No member of the staff shall approach the higher authorities of the institution or the education department or the Government in connection with any matter connected with the institution except through the Principal.
- Every staff member shall attend the institution in decent attire befitting his/her profession, being prescribed by the management.
- All staff members shall help the institution to maintain discipline and inculcate good habits among the students.
- An employee should not engage himself/herself in any act prejudicial to the interests of the management or institution.
- An employee is not permitted to join any association or trade union within or outside the institution.



- No employee shall engage directly or indirectly in any trade/occupation or business without prior sanction of the management.
- No employee shall participate in the editing/managing of any newspaper/periodical/act as a correspondent of newspaper or periodical without the consent and permission of the management.

## 2. Human Resource Development Policy

### 2.1 Preamble

- Indian Institute of Psychology and Research, Bengaluru is committed to initiate and provide formal, systematic and structured training and development to it's entire staff in order to equip them to meet the growing needs of higher education. The institute shall strive to empower the staff with global competencies required to execute their roles and responsibilities effectively and efficiently.

### 2.2 Human Resource Development Strategy

2.2.1 This policy serves as the guidelines for human resource development of teaching and non-teaching staff of IIPR.

2.2.2 All departments/associations/committees administrative offices are to abide by these guidelines to undertake human resource development for their staff.

2.2.3 Human Resource Development Programs organized shall adhere to the vision, mission and core values of the institution and streamlined with the institutional perspective plan and the annual strategic plan.

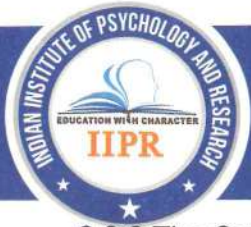
2.2.4 Human Resource Development Programs are to be planned, organized and executed meticulously and systematically.

2.2.5 All Human Resource Development Programs shall have the following standards: setting the organizing committee with a coordinator, pre-program planning, venue booking, logistics and hospitality arrangements, event management, feedback reporting and continuous quality improvement.

### 2.3. Faculty Development Cell

2.3.1. A Faculty Development Cell shall be established with a senior faculty member as the coordinator.





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2.3.2 The Cell shall comprise representatives from all the departments in the institution.

2.3.3 The Cell shall identify the stakeholder expectations and the training needs of the staff at the beginning of every academic year.

2.3.4 The Cell shall organize the Faculty Development Programs pertaining to curriculum, teaching-learning process, evaluation, research, quality and the changes in higher education for the faculty members.

2.3.5 The Cell shall organize programs in technical skills, soft skills, teamwork, and organization skills for non-teaching staff.

## 2.4.1 Induction

2.4.1 An induction program shall be organized for new faculty members regarding the vision, mission, goals, core values, human resource policy, code of conduct, organization culture, work culture, work ethics, career advancement, research awards, and technical proficiency training at the beginning of the academic year.

## 2.5. In-Service Training

2.5.1 The Faculty Development Cell shall initiate training for faculty in recent developments in the industry, technological developments, knowledge areas, emerging research, and innovations that are essential for student learning. In-service training may be arranged with an external expert in the subject.

2.5.2 Faculty members shall be sent for training in the latest developments in their field, who in turn train their colleagues and students in the college.

## 2.6 Leadership Development

2.6.1 All The teachers shall be given a leadership role/supporting role in the academic/co-curricular/administrative body committees.

2.6.2 Faculty and Non-Teaching staff in the initial years of their career shall be provided opportunities to undergo leadership development through seminars/conferences/FDPs.

**Dr. Elizabeth Jasmine**  
Principal, IIPR  
PRINCIPAL

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