





6.3.1 - Welfare measures for teaching and non- teaching staff

Well-being of teaching and non-teaching staff is a top priority in IIPR. The institution has implemented a range of welfare measures designed to create a supportive, healthy, and motivating work environment. These initiatives aim to enhance job satisfaction, work-life balance, and overall professional development.

1. Social Security Benefits:

- 1. Provident Fund Facilities: The institution offers provident fund (PF) facilities to employees who complete 6 months of continuous service.
- 2. Gratuity Benefit: Staff who complete 5 years of continuous service are provided with gratuity benefits

2. Salary, Annual Increments and Incentives:

To recognize the hard work and contributions of its staff, IIPR offers annual salary increments ranging from 5-10% for both teaching and non-teaching staff, ensuring that employees are adequately rewarded for their dedication and performance. Performance based annual increments and close to UGC scale salary in terms of basic pay provided to staff who continue in service for more than 5 years ensuring long-term financial security.

3. Professional Development:

The institution supports continuous professional growth through financial assistance and leaves for attending seminars, workshops, and conferences. Staff members are also encouraged to pursue higher education and research opportunities

4. Job Security and Stability:

IIPR fosters a sense of security by offering a clear career progression framework, along with regular performance appraisals. The institution ensures job stability by adhering to fair recruitment practices and offering long-term employment opportunities.

5. Leaves and Vacation:

To maintain a healthy work-life balance, IIPR follows comprehensive leave policies.

- a. Casual leaves
- b. On Duty Leaves







- c. Special Casual Leave
- d. Vacation leave.
- e. Maternity leave
- f. Flexible working hours and work-from-home options for contingencies
- g. Saturday remote/online work
- h. Weekly offs on Sundays, government holidays, and holidays declared by the institution for festivals

6. Maternity and Family Support:

In line with its commitment to supporting staff, IIPR offers maternity leave with pay to women employees. Employees facing health or family contingencies are also provided with flexible work-time options to accommodate their personal needs.

- 7. Monthly birthday celebrations: In order to promote a sense of camaraderie and well being birthday celebrations of staff are undertaken on a monthly basis.
- 8. Team outings: To foster a sense of community and camaraderie among staff day off from work and team outings are organized.
- 9. Pantry facilities are provided in the staff room with refrigerator, microwave oven and induction stove for staff use to ensure a comfortable and welcoming environment for all employees.

Through these welfare measures, IIPR strives to maintain a conducive work environment, ensuring the overall well-being, satisfaction, and professional growth of its teaching and non-teaching staff.

Few sample supporting documents are included below-







Provident Fund Facilities.



EMPLOYEE'S PROVIDENT FUND

ELECTRONIC CHALLAN CUM RETURN (ECR)

Name of Establishment	SARVODAYA SEVA SANGHA		
Establishment Id	PYBOM1418404000	LIN	1709734489
Wage Month	AUG-2023	Return Month	SEP-2023
Contribution Rate (%)	12	ECR Type	ECR
Salary Disbursement Date	06-SEP-2023	Uploaded Date Time	18-SEP-2023 07:59
Exemption Status	Unexempted	TRRN Number	
Remarks	AUG	ECR Id	94895462
Total Members	21		
Contribution and Remittance Details (I	n Rupees) :		
Total EPF Contribution Remitted	36,619	Total EPS Contribution Remitted	25,429
Total EPF-EPS Contribution Remitted	11,190	Total Refund Advance	0
PMRPY Upfront Benefit Details (In Rup	ees):		
Total PMRPY Upfront EPF Amount	0	Total PMRPY Upfront EPS Amount	0
PMRPY benefit remarks	NA		
ABRY Upfront Benefit Details (In Rupe	es) :		
Total ABRY benefit Amount	Employee EPF Share	Employer EPS Share	Employer EPF Share
Total ADN I beliefft Alffount	0	0	0
ABRY benefit remarks	Establishment is not eligible for ABRY scheme be	enefit as scheme declaration is not sub-	mitted.

Member Details :-

		Name	as per		Wa	ges			Contribution	Remitted			PMI	RPY / ABRY E	Benefit	Posting
SI. No.	UAN	ECR	UAN Repository	Gross	EPF	EPS	EDLI	EE	EPS	ER	NCP Days	Refunds	Pension Share	ER PF Share	EE Share	Location of the member
1	101572787756	ANITHA JOY	ANITHA JOY	21,840	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
2	101363730377	ANITHA K	ANITHA K	18,720	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
3	100931275659	ARCHANA K NAYAKA	ARCHANA K NAYAKA	15,600	15,000	15,000	15,000	1,800	1,250	550	0	0				N.A.
4	101958101076	SAI SINDHURA	B K SAI SINDHURA	17,110	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-		N.A.
5	101259998371	JOSEPH PRAVEEN	D JOSEPH PRAVEEN	16,883	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-		N.A.
6	100932767201	ELIZABETH JASMINE	ELIZABETH JASMINE	65,000	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-		N.A.
7	101917601565	SRELSYNJ	ELSY N J	18,720	15,000	15,000	15,000	1,800	1,250	550	0	0	-			N.A.
8	101095937573	EMMANUEL W	EMMANUEL W	26,000	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
9	101399077528	GOLDEN POPPEN	GOLDA IMMACULATA POPPEN	13,520	13,520	13,520	13,520	1,622	1,126	496	0	0				N.A.
10	101854270885	REETHU VARNA	K P REETHUVAR NA	24,180	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-		N.A.
11	101897591983	MONALISA NAYAK	MONALISA NAYAK	21,488	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-		N.A.
12	101427449489	NETHRAVATHI R	NETHRAVAT HI R	28,600	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
13	101726844592	PRASHANTH PS	PRASANTH P S	6,643	6,643	6,643	6,643	797	553	244	0	0	-	-	-	N.A.
14	101169229526	SHARMILA	SHARMILA S	17,512	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
15	101793798217	SHRUTIKA	SHRUTHIKA B	15,340	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-		N.A.
16	100785911192	SIDDARTH SRINIVASAN	SIDDARTH SRINIVASAN	20,800	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
17	100003217207	SMITA CHAKRABORTY	SMITA CHAKRABOR TY	22,880	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-		N.A.
18	101427449525	SUMANGALA S HEGDE	SUMANGALA S HEGDE	20,020	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
19	101985401338	SUREJ UNNIKRISHNAN	SUREJ UNNIKRISHN AN	16,900	15,000	15,000	15,000	1,800	1,250	550	0	0				N.A.
20	101020760993	SWAMY K	SWAMY K	15,600	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.

		Name	as per		Wa	ges			Contribution	Remitted			PME	RPY / ABRY E	Benefit	Posting
SI. No.	UAN	ECR	UAN Repository	Gross	EPF	EPS	EDLI	EE	EPS	ER	NCP Days	Refunds	Pension Share	ER PF Share	EE Share	Location of the member
21	100916025276	ZARINE IMMANUEL	ZARINE IMMANUEL	23,920	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.

Note:

1) UANs are prefixed with Asterisk sign (*) in case AADHAAR is not seeded /unverified

2) EPS Contribution Remitted is prefixed with Hash sign (#) when Member's age is more than 58 years.

Please ensure that this is the case of "Deferred Pension".

PMRPY Benefit Not Given Remarks :-

ABRY Benefit Not Given Remarks :-

Reason Code	Reason Name	Reason Code	Reason Name
EC10001	ECR already filed for this member	GK10001	EPF wages are greatter than or equal to 15,000/-
EC10002	Parallel Employment: ECR already filed for this	GK10002	Mismatch in EPF and EPS wages
EC10003	Benefit already availed for this member	GK10003	EPF contribution remitted is greatter than due remittance
EC10004	Gross/EPF wages greater than 15,000/-	GK10004	EPS contribution remitted is greatter than due remittance
EC10005	Mismatch in EPF and EPS wages	GK10005	(EPF - EPS) diffrence contribution remitted is greatter than due
EC10006	Mismatch in Due and Remitted values	GK10006	EPS contribution remitted is greatter than due remittance
EC10007	UAN Deactivated	GK10007	Aadhaar not seeded









EMPLOYEE'S PROVIDENT FUND

ELECTRONIC CHALLAN CUM RETURN (ECR)

Name of Establishment	SARVODAYA SEVA SANGHA		
Establishment Id	PYBOM1418404000	LIN	1709734489
Wage Month	JUN-2024	Return Month	JUL-2024
Contribution Rate (%)	12	ECR Type	ECR
Salary Disbursement Date	08-JUL-2024	Uploaded Date Time	15-JUL-2024 20:41
Exemption Status	Unexempted	TRRN Number	
Remarks	JUNE 2024	ECR Id	108489090
Total Members	23		
Contribution and Remittance Details (I	n Rupees) :		
Total EPF Contribution Remitted	41,347	Total EPS Contribution Remitted	28,713
Total EPF-EPS Contribution Remitted	12,634	Total Refund Advance	0
PMRPY Upfront Benefit Details (In Rup	pees):		
Total PMRPY Upfront EPF Amount	0	Total PMRPY Upfront EPS Amount	0
PMRPY benefit remarks	NA		
ABRY Upfront Benefit Details (In Rupe	es) :		
Total ABRY benefit Amount	Employee EPF Share	Employer EPS Share	Employer EPF Share
Total ADICT Delient Allount	0	0	0
ABRY benefit remarks			



Gratuity Benefit.

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Annual Increment Letters.



Coordinator HR < coordinator.hr@iipr.in>

Increment Letter - Dr. Sunita Damodar

2 messages

Coordinator HR <coordinator.hr@iipr.in> To: "Dr. Sunitha Damodar" <sunita.damodar@iipr.in> Co: IIPR Principal <principal@iipr.in>, IIPR Head Operations & PR <PRO@iipr.in> Thu, Dec 21, 2023 at 2:06 PM

21St December 2023

Ref No. IIPR/HR/2023/810

Dear Dr. Sunita Damodar,

We take this opportunity to express our appreciation for your valuable contribution towards realizing the vision of IIPR. We look forward to you continuing your job responsibilities in the same spirit of commitment, sincerity, ownership and dedication in the years to come.

dge your wholehearted support and dedicated services in the past years by rewarding you with an annual increment per month with the Gross Salary (CTC) revised to per month as per the UGC scale 12.6. This scale his revision will be effective from 018t September, d to you on completion of 9 years of your service ha 2023

Further increments in the future will be as per the Performance appraisal and UGC criteria of Career Advancement Scheme (CAS).

Please find below the new salary structure effective from the month of September 2023

	Compe	ensation Package	
Particulars	Amount (Rs.)	Particulars	Amount(Rs.)
Basic		<u>Deductions</u>	
DA		Professional Tax	200
HRA		TDS	-
Medical Allowance		PF Employee Contribution	1,800
Conveyance		PF Employer Contribution	1,800
Other Allowances		Total Deduction	3,800
Gross Salary (CTC)		Net Salary Payable	

The revised compensation package has been customized for you taking into consideration your performance, institution policies and related factors. We would like to re-emphasize that all information regarding compensation is confidential between you and the institution. Any discussion or disclosure of the same with anybody other than the undersigned will be considered as breach of agreement.

You may get back to Mr. Joyson N, Head of Operations, IIPR for any further clarifications in this regard. You are requested to acknowledge receipt of this mail by all means as early as possible.

With Best Wishes

Dr. Elizabeth Jasmine Principal

Thanks & Regards

Joseph Praveen D Office Superintendent & Coordinator HR Indian Institute of Psychology & Research, IIPR Bangalore.

Phone: 080 41217484, 080 41307111

Website: www.iipr.in









Coordinator HR < coordinator.hr@iipr.in>

Increment Letter - Dr. Nethravathi R

1 message

Coordinator HR <coordinator.hr@iipr.in> To: Nethravathi R Psychology <nethravathi.r@iipr.in> Co: IIPR Principal <principal@iipr.in>, IIPR Head Operations & PR <PRO@iipr.in> Thu, Dec 21, 2023 at 2:13 PM

21St December 2023

Ref No. IIPR/HR/2023/813

Dear Dr. Nethravathi R.

We take this opportunity to express our appreciation for your valuable contribution towards realizing the vision of IIPR. We look forward to you continuing your job responsibilities in the same spirit of commitment, sincerity and dedication in the years to come.

We acknowledge your wholehearted support and dedicated services in the past years by rewarding you with an annual increment of per month with the Gross Salary (CTC) revised to per month as per the UGC scale 11.2 This scale has been offered to you on completion of 5 years of your service with IIPR. You are being placed on Assistant Professor level 11. This revision will be effective from 018t August, 2023.

Further increments in the future will be as per the Performance appraisal and UGC criteria of Career Advancement Scheme(CAS).

Please find below the new salary structure effective from the month of August 2023.

	Compe	ensation Package	
Particulars	Amount (Rs.)	Particulars	Amount(Rs.)
Basic		Deductions	-
DA		Professional Tax	200
HRA		TDS	-
Medical Allowance		PF Employee Contribution	1,800
Conveyance		PF Employer Contribution	1,800
Other Allowances		Total Deduction	3,800
Gross Salary (CTC)		Net Salary Payable	

The revised compensation package has been customized for you taking into consideration your performance, institution policies and related factors. We would like to re-emphasize that all information regarding compensation is confidential between you and the institution. Any discussion or disclosure of the same with anybody other than the undersigned will be considered as breach of agreement

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With Best Wishes

Dr. Elizabeth Jasmine Principal

Thanks & Regards

Joseph Praveen D Office Superintendent & Coordinator HR Indian Institute of Psychology & Research, IIPR Bangalore.

Phone: 080 41217484, 080 41307111

Website: www.iipr.in







Attendance Register(Leaves and Vacation)

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Interest Free Loan Benefits:



Coordinator HR <coordinator.hr@iipr.in>

Requesting for the financial help

1 message

Nethravathi R Psychology <nethravathi.r@iipr.in> To: Principal IIPR <principal@iipr.in> Cc: Coordinator HR <coordinator.hr@iipr.in>

Thu, Jun 6, 2024 at 2:58 PM

Dear Ma'am,

My name is Dr. Nethravathi R, Assistant Professor, Department of Psychology, Indian Institute of Psychology and Research.

I am writing this mail to make a humble request for granting me an loan from the institute. As I am currently facing financial hardship, I am in urgent need of the loan amount of rupees

I hereby assure you that I will be making prompt repayment of the loan amount as per the institution policy.

Thank you for your time and consideration. I appreciate your understanding, I am truly obliged.

Sincerely, Nethra

> PRINCIPAL Indian Institute of Psychology and Research

St. Anthony's Friary # 85, Hosur Road, Bengaluru - 560 095 

Team Outing:

