



Professional Institute for Development and Socio Environmental Management – PRISM

Human Resource POLICY

PART - I

COMPLIANCE REPORT

1. IDENTITY

- Professional Institute for Development and Socio Environmental Management – *PRISM* is a Registered Society, under West Bengal Societies Registration Act XXVI of 1961, with Registration No. S/99768 of 2000-2001. It is a not-for-profit organization.
- Memorandum of Association and Rules & Regulations are available on request.
- Professional Institute for Development and Socio Environmental Management – *PRISM* is registered u/s 12A of the Income Tax Act, 1961 [DIT (E)/S-83/8E/338/2001-02], w.e.f. 01.04.2002. and also Registered u/s 80G (5) (Vi) of the I.T. Act, 1961, Order number granting approval under section 80G or Notification number under section 35 (Unique Registration Number) - **AAATP5583HF20221**, Date of approval/ Notification - **22-06-2022**.
- PAN – AAATP5583H
- FCRA Registration No. - 147111046, Valid from **01/04/2023 to 31/03/2028**
- NGO DARPAN Registration (Unique ID): WB/2017/0152798

Visitors are welcome to our office situated at DR. PRAMATHA NATH BOSE MEMORIAL RESOURCE CENTRE(Near Gaipur Kabarkhola), PO - Gobardanga, North 24 Parganas, Pin – 743252, West Bengal and can contact Dr Aniruddha Dey, Hon'y Chairperson and also the Appellate Authority and Mr Dilip Roy, Jt. Secretary and Public Information Officer, under RTI.

1. The Aims and Objectives of the society are as follows:

- 1.1 To undertake various research and action programme for integrated development of the poorer and weaker sections of the society in both rural and urban areas so as to empower them for a better standard of life.
- 1.2 To create awareness among the people about developmental activities, social change and various forces acting in the process and to enable them to participate in these activities to their best advantage.
- 1.3 To help initiate activities / impart skills for strengthening institutional / organizational development.
- 1.4 To work towards a just and egalitarian social order.

With a view to promote the above activities the society may :

- I. To conduct studies and to offer know-how, advice and technical guidance in the field of agriculture, animal husbandry, water resources, forestry, new and renewable energy sources, rural industries, formal and non-formal education, community health, habitat and environment, and any other fields considered useful for the purpose of promoting integrated human development.

- II. To look into the problems of women, children, aged and disabled, through various research and action programme.
- III. To conduct training and developmental programme and projects for scheduled castes, tribes and other disadvantaged groups of the society and to help other individuals and organisations to initiate, establish, monitor and evaluate community development as well as livelihood security programme.
- IV. To create resource centre by establishing educational, research institutions, museums, libraries and information centers, reading rooms and publication units, which will support individuals and organizations that are interested or are actually working in the area of Socio-economic development and Socio-environmental management.
- V. To conduct any social or economic development programme or to support any other activity that will have objectives similar to any or all of this society and to cooperate financially or otherwise with any person (s) in aid of or in furtherance of such objectives.
- VI. To establish and maintain residential or non-residential education centers for children or adults, to conduct training programme, programme creating awareness, camps, workshops and seminars, to provide vocational occupational and leadership support, training or guidance and to conduct any programme or activity aimed at the diffusion of knowledge and at initiating, supporting and creating services so as to uplift the lot of the needy.
- VII. To help individuals and associations in the preparation for projects to evaluate these projects, to recommend, coordinate and when required as possible, sponsor these projects without infringing on the autonomy of the applicant.
- VIII. To incorporate and/or grant affiliation/or be affiliated to social service societies and objects similar to any or all of this society and to cooperate financially or otherwise with any persons or persons in aid of or in furtherance of such objectives.
- IX. To impart viable knowledge of both indigenous and modern scientific techniques to improve and sustain traditional occupation and skills.
- X. Provide assistance to the development authorities for designing and implementation of resettlement and rehabilitation action plans for the project affected people.
- XI. To do planning and formulation of developmental projects independently or in association with other agencies for implementation by itself or through other agencies engaged in developmental programme.
- XII. To provide consultancy services on developmental programme and policies.
- XIII. To monitor the progress of developmental projects, conduct evaluation, maintain information systems and report on its own developmental projects or projects of other agencies at their request.
- XIV. To implement need based action programme for conservation of biological diversity and wet lands.
- XV. Advocacy, lobbying and campaigns on human rights issue.
- XVI. To act as a consignee to relief and development organizations established in India.
- XVII. To promote and encourage the advancement of literacy, cultural, scientific and technical education.

- XVIII. To construct, acquire, maintain, improve, develop and alter any buildings, house or other property necessary or convenient for the use of the society.
- XIX. To receive and hold funds to carry out the objects of the society in exchange of the services rendered by the public.
- XX. To accept donations, gifts, endowments, grant-in aid from governments, Municipalities, District and Local bodies, business houses, public bodies or persons of both Indian or foreign origin or societies on such term as the Governing Body of the society may consider reasonable.
- XXI. To promote formation of micro-finance groups among people from weaker sections especially among women and to enable them access to credit from financial institutions especially banks either directly or through borrowing money for on-lending.
- XXII. To borrow money that may be required for the purpose of the society with due approval of the Governing Body.
- XXIII. To enter into any liability for the purpose of the society and for repayment or discharge of any debt or liability by mortgage charge, pledge, hypothecation, or assignment of any property of the society in such a manner as the Governing Body may deem fit and proper.
- XXIV. To engage and assist in such other charitable and philanthropic activities as may be deemed appropriate by the Governing Body of the society.
- XXV. To create public awareness for the furtherance of the aims and objectives of the society and to do all such things as may be deemed incidental or conducive to the attainment of the foregoing.
- XXVI. To prepare and disseminate educational material for promotion of development in the print and audio-visual form.
- XXVII. To prepare and publish articles, journals, newsletters, bulletins and other printed formats further the activities of the society.
- XXVIII. The society shall not make any dividend, gift or divide bonus in money to any of its members by way of profit and its income or property whenever or whatsoever desired shall be applied solely for the purpose of its aims and objects.
- XXIX. To do all other things that are incidental or decisive to the attainment or furtherance of the aims and objects of the society.
- XXX. To collaborate and network with local, national and international agencies with similar objectives.
- XXXI. To do all such other lawful acts deeds or things either alone or in conjunction with other organizations as are incidental or ancillary or conducive to the attainment of any of the above objectives.
- ❑ The above activities will not be undertaken without any mission other than philanthropy and in no way be tantamount to running business activities by members of the society with their own profit motive. Members of the society or their near relations shall not directly or indirectly accept any remuneration from the society in any nomenclature whatsoever for any service rendered to the society.
- ❑ The above objects shall be undertaken subject to the approval of the Government of West Bengal or any other Government in respect of all such activities for which such approval shall be necessary and /or mandatory.

- The objects of the society shall never go beyond the scope of Section 4(2) of the W.B.S.R. Act 1961 notwithstanding anything contained in the present Memorandum of Association.

The following expressions shall unless repugnant to the context have the meaning herein assigned to them.

- a) 'Society' means the Professional Institute for Development and Socio Environmental Management.
- b) 'Act' means the Societies Registration Act.
- c) 'General Body' means the General Body of The Society.
- d) 'Governing Body' means the Governing Body of the Society.
- e) 'Chairperson' means the Chairperson of the Society appointed in the manner provided in these rules.
- f) 'Vice Chairperson' means the Vice - Chairperson of the Society appointed in the manner provided in these rules.
- g) 'Secretary' means the Secretary of the Society, appointed in the manner provided in these rules.
- h) 'Treasurer' means the Treasurer of the Society appointed in the manner provided in these rules.
- i) **Volunteers with Financial Support** means the Volunteers working for the society on a regular basis and receive honorarium on a monthly basis. This is our approach of promoting Volunteerism.
- j) Project Partners are otherwise the popular term 'Beneficiaries', but in the Society we believe that we should promote the Partnership Approach and we are not at all providing any benefits to a single person.

PART - II

A. Recruitment

Recruitment **will take place only for the Volunteers with financial Support and**

- A.1. Any Volunteer with financial support will be recruited after being interviewed by the Recruitment and **Performance Appraisal Sub-Committee**
- A.1 Importance will be given on the Voluntary spirit and professional ethics of the candidate.
- A.1 Suitable candidates will be selected on probation for a period of 6 months to one year being decided by the Sub-Committee.
- A.1 The Volunteer must sign an 'agreement' when selected.
- A.1 After the probation period evaluation will be done by the same Sub-Committee and the candidates who have performed satisfactorily will be confirmed by the CEO/Chairperson.

A.1 Resignation

- A.1.1 If a Volunteer with financial support wishes to leave, s/he must give a notice of one month.
- A.1.2 If a Volunteer with financial support fails to give the notice, s/he has to pay one month's gross amount of honorarium to the Society either in cash or if s/he has claims more than his/her honorarium, balance after deducting the amount equivalent to her/his honorarium, will be remitted.
- A.1.3 When a Volunteer with financial support wishes to leave, s/he must return all materials, documents and funds that belong to and are related to the organization effectively before leaving, and only after getting the clearance in writing from the concerned program heads all dues will be remitted and experience certificate will be issued.

A.2 Procedure for removal

- A.2.1 If a Volunteer's performance is not found suitable and her/his actions are going against the interest of the Society then the matter should be brought to the notice of the CEO/Chairperson. The Volunteer in question will then be suspended temporarily and be presented a show-cause notice by the CEO/Chairperson.

- A.2.2 The Volunteer has to respond to the show-cause within 15 days from the date of Show cause notice, inability to do so results in immediate termination.
- A.2.3 The CEO/Chairperson will then refer the case to the Members of the **Grievance Redress Sub-Committee** and the members of the Grievance Redress Sub-Committee (at least 2/3rd) will take a decision within one month from the date of the show-cause.
- A.2.4 The Volunteer in question will be allowed to make a presentation in her/his defense alone without any aid or companion during which s/he will field questions from the Members of the Grievance Redress Sub-Committee.
- A.2.5 If the Grievance Redress Sub-Committee is unable to make a decision within one month the show-cause notice stands void and the person in question can resume her/his position.
- A.2.6 If the Grievance Redress Sub-Committee is not satisfied with the response and takes a decision against the Volunteer in question, the Volunteer in question stands removed effectively.
- A.2.7 In such a case the Volunteer in question will be paid one month's gross amount of honorarium subject to submission of the clearance certificate by the Volunteer in question.
- A.2.8 In case of any misconduct with women worker or women beneficiaries reported (verbal/written) all the above steps will be followed and the matter will be referred to and dealt by the **Internal Complaints Committee**, formed as per the guidelines of the **Prevention of Sexual Harassment at Work Place (POSH)**.

A.3 Reasons for Removal

- A.3.1 Misappropriation of funds
- A.3.2 Failure to carry out responsibilities
- A.3.3 Actions and behavior detrimental to the Harmony and Interests of the organization
- A.3.4 Compromising the interests of the organization
- A.3.5 Breach of confidentiality contract
- A.3.6 Misrepresentation of the organization to the public
- A.3.7 For not complying the organizational rules & responsibilities.
- A.3.8 Misconduct with women worker or women beneficiaries reported by their male counterparts.

A.4 Duties and Responsibilities

- A.4.1 The roles and duties of the Volunteers will be clearly outlined and they will be given targets to achieve.
- A.4.2 The Volunteers should attend all activities and programs of the organization as required.

A.5 Review/Appraisal

- A.5.1 After appraisal the Volunteers will be confirmed.
- A.5.2 Appraisal for Volunteers will be on a yearly basis. Individual performance plan and performance appraisal process will be adopted by the **Recruitment and Performance Appraisal Sub-Committee**
- A.5.3 The functioning of the Volunteers will be reviewed on a quarterly basis by the Recruitment and Performance Appraisal Sub-Committee

A.6 Confidentiality Clause

- A.6.1 The Volunteer, whether on recruitment or termination, will be required to maintain total confidentiality of the internal functioning of the organization as well as any information relevant to the organization, and will sign a document, stating that whatever information they know about PRISM, will not be disclosed to any outsiders.

B. Resource Mobilization Policies

B.1 Objectives of Resource Mobilization

- B.1.1 The basic purpose of Resource Mobilization activities is to enable PRISM to raise money for programs that will contribute to our mission. Therefore, all Resource Mobilization activities will be undertaken in order to support an approved project, corpus, management expenses, personnel expenses and SUSTENANCE of the Society.
- B.1.2 Resource Mobilization activities should provide a platform for all individuals from all sections of society to contribute.
- B.1.3 To build a self-sustaining corpus fund

B.2 Donation policy

- B.2.1 A registered NPO, PRISM accepts cash and in-kind donations from government departments, foundations, institutions, not-for-profit organizations, corporations, funding agencies and individuals. These are accepted with the understanding that the donor gives them freely with no expectation of receiving benefits in return, and that the donation does not compromise the organization's independence in the way it undertakes its programs, or the way it disseminates the results of its activities.
- B.2.2 Donations would preferably be made unconditionally, notwithstanding which the donor will be able to choose the project from among the ones undertaken by PRISM, to which to make a donation.
- B.2.3 PRISM adheres to ethical principles and practices with respect to donors' rights, Resource Mobilization practices, and financial accountability. All Resource Mobilization activities will be undertaken in order to support in achieving the vision of the organization.
- B.2.4 Copies of the most recent annual report, financial statement and a list of current Governing Body Members are available on demand. The profile of the Society, a list of the current Governing Body Members and other relevant details are available on the NGO Darpan site. PRISM will soon initiate the process of launching its own web site.

B.3 Resource Mobilization policies

- B.3.1 Every Resource Mobilization strategy should look at the opportunity cost in terms of time, effort and cost involved vis-à-vis estimated returns
- B.3.2 A flat 5% of all money received in the form of support or donation to PRISM will be credited into the Corpus Fund, and 20% towards management expenses (DIRECTING PRINCIPLES)
- B.3.3 There will be yearly Resource Mobilization targets, DEPENDING UPON THE ACTIVITY PLAN.
- B.3.4 All Resource Mobilization activities will have to be reviewed by the **Finance Sub-Committee ANNUALLY**
- B.3.5 Resource Mobilization for personal gain or to finance private activities of another organization and its members are strictly prohibited.

B.4 Resource Mobilization Approval Process

- B.4.1 A Resource Mobilization proposal should be submitted ANNUALLY.
- B.4.2 This proposal should include the nature of the program, its purpose, the activities that will be funded, an estimate of the amount of money needed to execute the program, an estimate of the number of Resource Mobilization events needed and the potential sponsors identified.
- B.4.3 A proposal will have to be approved by a 2/3rd majority of the Finance Sub-Committee Members.
- B.4.4 All revenues generated through a Resource Mobilization activity, minus expenses involved in conducting the activity, must be used for the approved program or project. Leftover or excess funds will be adjusted against and utilized for future programs or projects.
- B.4.5 Funds raised / donated not for any specific project / program will be allocated at the discretion of the Finance Sub-Committee keeping in mind the immediate needs
- B.4.6 A financial report must be filed by the CEO/Chairperson with the Treasurer within 1 week following a Resource Mobilization activity.

C. Proposal and Approval process

C.1 For Both Internal and Funding

- C.1.1 A project proposal should be first submitted to the Finance Sub-Committee at least one month (30 days) before the proposed activity. The time limit required for submission of proposals may be relaxed by the Finance Sub-Committee on a special case basis.
- C.1.2 This proposal should include:
 - a. The nature of the program
 - b. Its purpose
 - c. The activities involved
 - d. An estimate of the amount of money needed to execute the program
- C.1.3 Once the Finance Sub-Committee has approved a project proposal by the required majority, a detailed activity strategy proposal for the above-mentioned project will have to be created.

C.2 Project Review

- C.2.1 A report on the executed project must be sent by the Secretary to the Finance Sub-Committee within 1 month following project completion.
- C.2.2 In case of long-term programs, involving several projects or events, the Program Director will have to give regular updates to the Finance Sub-Committee, as per schedules agreed upon mutually.
- C.2.3 All Projects will have to be reviewed –
 - a. On a Monthly basis by the CEO/Chairperson
 - b. On a Quarterly basis by the Finance Sub-Committee.

D. SYSTEMS

D.1 Call Reports (Format and procedure in place)

- D.1.1 A call-report will have to be filled after each and every meeting attended by any Member or employee
- D.1.2 All call reports will have to be sent to the CEO/Chairperson at the end of the week
- D.1.3 Call reports for subsequent follow-up meetings will also have to be filed

D.2 Weekly reports

- D.2.1 The weekly plan should be sent at the beginning of each week to the Hon'y Program Director, Training and Documentation.
- D.2.2 A weekly report will have to be sent at the end of the week to the Hon'y Program Director, Training and Documentation.
- D.2.3 All the weekly Plans and Reports will be sent to the CEO/Chairperson by the Hon'y Program Director, Training and Documentation on a monthly basis.

D.3 Monthly Reports

- D.3.1 Monthly review meetings will be held in the office, where the plans, activities and future course of actions will be discussed by the volunteers with financial support with the help of MEAL sheets.
- D.3.2 Resource persons/faculties will be invited to deliver lectures on relevant developmental issues for capacity building of the employees and members on the day of the monthly review meetings.
- D.3.3 Interested people, NGOs, CBOs, etc. will be invited to attend the lecture/training session.

D.4 Annual Reports

- D.4.1 Yearly Plans & Reports and Quarterly Plans & Reports are to be filled in the prescribed formats developed by the Performance Appraisal Sub-Committee.

- D.4.2 The Performance Appraisal Sub-Committee will examine the filled in formats and submit the Program Review Reports Annually in the AGM.

D.5 Resource Mobilization review report

Database of – Members, Donors (*current and potential*), Corporate, Supporters, Resource persons (*current and potential*), Partner organizations, Media persons etc. should be maintained in the prescribed format developed by the Resource Mobilization Sub-Committee

E. Right to Information

- E.1 Any individual has the right of access to the annual report, annual statement of accounts of PRISM at any point of time
- E.2 Information related to Resource Mobilization strategy and project ideas is strictly confidential and will not be revealed by any employee, GB Member, associate and Honorary members without prior approval
- E.3 Information related to Project Partner records and profiles will be circulated only to GB Members, resource people and the particular funding/donor agency(s) that support(s) or will support the program.
- E.4 However, visitors are welcome to our office situated at DR. PRAMATHA NATH BOSE MEMORIAL RESOURCE CENTRE(Near Gaipur Kabarkhola), PO - Gobardanga, North 24 Parganas, Pin – 743252, West Bengal and can contact **Dr Aniruddha Dey, Hon’y Chairperson and also the Appellate Authority and Mr Dilip Roy, Jt. Secretary and Public Information Officer, under RTI.**

F. ADMINISTRATION & FINANCE

F.1 Re-reimbursement Policies for the volunteers with financial support

The objective of a re-reimbursement policy is to regularize expenditure and act as an effective cost saving policy.

- F.1.1 All re-reimbursements will be made only on producing a bill.
- F.1.2 All re-reimbursements only to be made by the Finance Head
- F.1.3 In case, a bill is not available, the finance head may use her/his discretion in reimbursing the amount spent.
- F.1.4 It should always be kept in mind that we want the maximum benefit of all our resources to go to our project partners (PPs). Hence, any people spending money should use their good judgment to avoid any unnecessary expenditure.
- F.1.5 For any service that needs to be undertaken such as printing, telephone connections, computer repairs, etc. at least 3 vendors should be checked before deciding on the best vendor.
- F.1.6 For any expenditure requisition duly approved by the concerned Sr Program Coordinator has to be submitted
- F.1.7 Any expenditure upto Rs. 5,000 should be approved by the CEO/Chairperson.
- F.1.8 Any expenditure above Rs. 5000 should be approved by the Finance Sub-Committee.
- F.1.9 However, considering the issues in North Bengal Project, the Senior Program Coordinator is empowered to spend INR 5,000 with written approval from the CEO/Chairperson.
- F.1.8 Travel on work-related purposes within the city, amount spent on taking PPs during workshops/exposure visits or for resource people will be reimbursed for auto rickshaws and other public transport like buses, trackers and trains. For Resource Persons to be taken in Taxis in emergencies needs prior approval from the Secretary.
- F.1.9 For expenses that are not mentioned here, reimbursements will be made at the discretion of the finance head and Secretary.
- F.1.10 Travel reimbursements for out-station travel on work will have to be approved by the concerned Prog. Director and the CEO/Chairperson before the travel is taken up.
- F.1.11 No local calls will be reimbursed

F.1.12 STD calls will be reimbursed at actual

F.1.13 Work-related business meetings held at coffee-shops / restaurants will be reimbursed at actual. However, any such expenditure should be avoided

F.2 Hours of Work

F.2.1 All Volunteers will be required to work at least **40 hours a week (5 days x 8 hrs)**. If at any time, however, s/he is asked to work for less than **40 hours a week**, the same shall not in any way, absolve her/him liability to work for 40 hours a week.

F.2.2 If the task assigned to her/him is not completed within the office hours s/he will have to put extra effort to complete the task.

F.2.3 PRISM's Offices will remain open for seven days in a week. However, all volunteers with financial support (regular) will get two days weekly off (depending on their understandings), unless there is any change in the decision.

F.2.4 The Volunteers provided office accommodation can accumulate there off days (4 days maximum in a month) subject to approval of his/her supervisor. In such a case s/he has to seek permission in writing before leaving the station (this will not be treated as leave). However, s/he cannot leave the station on the previous day of the accumulated off days and has to report in the evening on the last day of the accumulated period.

F.2.4 There will be no fix office hour.

G. Leave

- G.1 A Volunteer with Financial Support will be entitled to 7 days casual leave.
- G.2 To avail casual leave s/he has to apply in the prescribed format which will be first approved by the Secretary and finally sanctioned by the CEO/Chairperson.
- G.3 There shall be no accumulation, nor will such leave be encash-able.
- G.4 Sick leave on full pay will be granted on submission of a Medical Certificate duly signed by a qualified medical professional, upto an aggregate of 7 days in any calendar year in case of the Volunteer with Financial Support on probation and 12 days in any calendar year in case of a confirmed Volunteer with Financial Support.
- G.5 Only after confirmation a Volunteer with Financial Support will be entitled for earned leave, which in no case will exceed to a maximum of 7 days.
- G.6 Earned leaves can be availed subject to two months prior notice and approval of the CEO/Chairperson.
- G.7 Maternity leave will be granted for a period of three months.
- G.8 Paternity leave will be granted for a period of three months.