

## **IPR CRECHE COMMITTEES:**

**Crèche Committees:** There are two types of committees

- Crèche Facility Regulating Committee (CFRC).
- Crèche User Members Subcommittee (CUMS).

**(a) CFRC: Crèche facility Regulating Committee** is constituted by Director, IPR with following responsibilities:

- To make or amend the crèche guidelines for satisfactory operation of the facility.
- To look into crèche infrastructure related issues and ensure the smooth functioning of crèche.

**(b) CUMS: Crèche Members Subcommittee (CUMS)** is constituted by CFRC

- It has two IPR permanent employees from the users of the facility and one member from IPR administration.
- This subcommittee acts as a point of contact between CFRC and crèche users. CUMS forwards crèche user's request related to crèche infrastructure, safety or any other relevant issues to CFRC for further action. The administration member takes care of administrative related issues.

**Any disciplinary or safety related issues in crèche should be brought to the notice of IPR administration for further action.**

## **IPR CRECHE GUIDELINES:**

### **I. Admission Procedure**

A notice for new admission is issued for employees who are on IPR payroll (via ipruserlist & notice board) in month of February of each year. Admission, once given, is valid only for that particular financial (April to March) year.

1) **Age Limit for crèche admission:** 6 months-6 years. IPR employees whose children complete 6 months of age on 1<sup>st</sup> April of current financial year can apply for admission. Upper age of crèche admission has been fixed to 6 years as per guidelines of Indian Maternity Benefit (Amendment) Act, 2017. However, in case of any existing vacancies children upto age of 10 years can be accommodated.

Children who are mentally challenged or physically disabled cannot be taken care at IPR crèche due to space constraints at the available facility.

2) **Available no of seats:** 15.

3) **Admission criteria:** The admission will be provided based on the following criteria:

- The slots are filled as per increasing age of the child.
- If there are two children with the same birth date and only one or last slot is available then it will be decided by a draw in the presence of all CFRC members.

**It should be noted that crèche facility is strictly for the ease of working females.** However subject to exigency and seat availability, etc. -:

- First preference is given to the children of IPR female employees.
- Second preference is given to children of single parent (IPR male employee), if any.
- Third preference is given to the children of the IPR male employee whose spouse is working. The male employee would need to produce a certificate/self-declaration (in prescribed format) for the working spouse.

4) If a vacant slot is created in between the financial year, then the admission for that vacancy will be considered from the waiting list of parents based on above mentioned criteria only.

5) No new admission will be considered in the current financial year outside the list of parents who had applied for crèche admission in the beginning of the session except newly joining female research fellow/PDF/any female staff visiting IPR who want to avail IPR crèche facility.

6) Apart from officially admitted children, no other child will be permitted to use IPR crèche facility for whatever short duration/reason it may be.

7) A notice for new admission will be issued for IPR employees via ipruser list & notice board in month of February of current financial year.

8) The admission list will be prepared by CFRC and forwarded to Director, IPR for final approval.

9) Approved list will be announced in the mid of March of each financial year and new admissions can avail the crèche facility from 1<sup>st</sup> of April.

10) Admission in between the financial year will not be provided if the slot is not available. New admission will be provided at the beginning of the new financial year (as per criteria mentioned in point no. 3).

## **II. Admission form**

An admission form is available in IPR E-Office under documents section. The filled form along with a photocopy of birth certificate and a passport size photograph is to be submitted to Member Secretary of CFRC.

Male employees need to submit duly filled self-declaration form (attached) along with a photocopy of birth certificate and a passport size photograph.

## **III. Withdrawal**

A withdrawal form is available in IPR E-office under document section.

- The filled form should be submitted to Member Secretary of CFRC, at least 15 days in advance.
- However, the employee needs to pay the full month fees in case of withdrawal in the middle of the month.

## **IV. Crèche Timings and Holidays**

- Open : 9:00 A.M. to 6.00 P.M. (Monday-Friday).
- Close : Saturday and Sunday and all closed holidays.
- Keeping the crèche open beyond 6.00 P.M is strictly not allowed. A regular late pick up is discouraged and a necessary action will be taken by CFRC to prevent the same.

## **V. Transportation**

- Employees using IPR transport facility, can bring their children in the IPR vehicle.
- For the school going children, the pickup and drop facility at IPR crèche, needs a separate approval from IPR administration. A request form is provided in the admission form itself.

## **VII. Safety and Security**

- Fire extinguishers are arranged at the crèche and few of the caretakers should be trained to use the fire extinguisher.
- Under any medical emergency, if the doctor is available in campus, he needs to be called immediately. The caretakers should be trained to handle emergency situations arising in the crèche.
- In case of the child is NOT covered under IPR CHSS, medical treatment charges, if any, should be borne by the respective employee.
- No child and no caretaker is allowed into the office premises and also into the lawns/gardens of IPR.

#### **VIII. Payment to caretakers and day to day running costs**

- The necessary infrastructure for smooth running of the crèche is provided by IPR. The payment to caretakers and day to day running costs are borne by the crèche users and do not come under the purview of IPR administration and CFRC.

#### **IX. Guidelines for visiting crèche**

- Every crèche user need to fill the entry and exit timings for their child in the attendance register kept at the crèche.
- Breast feeding mothers are allowed to visit crèche a maximum of four times in a day (as per MBA amendment act, 2017). In all other cases, only one visit during lunch hour is permitted.
- Parents should not over stay inside the crèche for putting up their kids to sleep or feeding them, these activities are strictly discouraged.

#### **X. Guidelines for caretakers**

- Recruitment of caretakers and ensuring their proper training do not fall under the purview of IPR administration and IPR's CFRC. The crèche members need to arrange these caretakers on their own.
- As per IPR security norms, a valid ID proof (Aadhar card/voter ID or any equivalent ID) need to be submitted by CUMS to the security in-charge.
- The access to caretakers of IPR crèche is limited to only the premises of the crèche.