



**Karunya INSTITUTE OF TECHNOLOGY AND SCIENCES**

(Declared as Deemed to be University under Sec.3 of the UGC Act, 1956)

MoE, UGC & AICTE Approved

**NAAC A++ Accredited**

## **SDG 8 - Decent Work and Economic Growth**

Karunya Institute of Technology and Sciences (KITS) serves as a dynamic engine of knowledge creation, making significant contributions to SDG 8 through inclusive, and sustainable economic growth, full and productive employment, and decent work for all. This report presents the contribution of KITS to SDG 8 through its research and publications, employment practice, employee policies and so on. It delves into the multifaceted ways in which academic institutions drive economic growth, foster decent work opportunities, and support a skilled workforce through their research activities and scholarly publications generating insights, providing policy guidance, and nurturing a workforce capable of driving economic growth.

### **8.1 Research on Economic Growth and Employment**

KITS conducts in-depth research on engineering, science and management which are published in reputable Scopus and Web of Science Indexed journals, influencing policymakers' decisions, and driving the development of effective economic growth strategies.

As a hotbed of innovation, KITS has conducted ground-breaking research in emerging technologies, leading to industry-specific advancements thereby generating employment and contributing in scaling up economic growth of the nation. These findings can revolutionize existing industries, stimulate the creation of new sectors, and, in turn, generate job opportunities.

Faculty members have published 32 research papers relevant to SDG 16 in Scopus Indexed Journals during 2021 to 2022. Details furnished below:

<b>S. No.</b>	<b>Title</b>	<b>Authors</b>	<b>Year</b>	<b>Journal</b>	<b>Volume</b>	<b>Issue</b>
1	Worksafe: towards healthy workplaces during covid-19 with an intelligent phealth app for industrial settings	Shamim Kaiser, M.  Mahmud, M.  Noor, M.B.T.  Zenia, N.Z.  Mamun, S.A.  Abir Mahmud, K.M.  Azad, S.  Manjunath Aradhya, V.N.  Stephan, P.  Stephan, T.  Kannan, R.  Hanif, M.  Sharmeen, T.  Chen, T.  Hussain, A.	2021	Ieee access	9	-

2	A review on global perspectives of sustainable development in bioenergy generation	Duarah, P.  Halder, D.  Patel, A.K.  Dong, C.-D.  Singhania, R.R.  Purkait, M.K.	2022	Bioresource technology	348	-
3	Strong link between coronavirus count and bad air: a case study of india	Gautam, S.  Samuel, C.  Gautam, A.S.  Kumar, S.	2021	Environment, development, and sustainability	23	11
4	Qualitative and quantitative analyses of impact of covid-19 on sustainable development goals (sdgs) in indian subcontinent with a focus on air quality	Bherwani, H.  Gautam, S.  Gupta, A.	2021	International journal of environmental science and technology	18	4
5	Exemplification of sustainable sodium silicate waste sediments as coarse aggregates in the performance evaluation of geopolymers concrete	Kanagaraj, B.  Anand, N.  Johnson Alengaram, U.  Samuvel Raj, R.  Kiran, T.	2022	Construction and building materials	330	-
6	Analysis of the health, economic and environmental impacts of covid-19: the bangladesh perspective	Gautam, S.  Setu, S.  Khan, M.G.Q.  Khan, M.B.	2022	Geosystems and geo- environment	1	1
7	Assessment and valuation of health impacts of fine particulate matter during covid-19 lockdown: a comprehensive study of tropical and sub tropical countries	Bherwani, H.  Kumar, S.  Musugu, K.  Nair, M.  Gautam, S.  Gupta, A.  Ho, C.- H.  Anshul, A.  Kumar, R.	2021	Environmental science and pollution research	28	32

8	Sugarcane bagasse into value-added products: a review	Shabbirahmed, A.M.  Halder, D.  Dey, P.  Patel, A.K.  Singhania, R.R.  Dong, C.-D.  Purkait, M.K.	2022	Environmental science and pollution research	-	-
9	Assessing suitability of commercial fibre reinforced plastic solar still for sustainable potable water production in rural india through detailed energy-exergy-economic analyses and environmental impacts	Sharon, H.  Prabha, C.  Vijay, R.  Niyas, A.M.  Gorjian, S.	2021	Journal of environmental management	295	-
10	Thermal modeling, characterization, and enviro-economic investigations on inclined felt sheet solar distiller for seawater desalination	Hilarydoss, S.  Delhiraja, K.  Reddy, K.S.  Philip, L.  Chand, D.  Benny, B.	2021	Environmental science and pollution research	28	45
11	Drought assessment in paddy rice fields using remote sensing technology towards achieving food security and sdg2	Shams Esfandabadi, H.  Ghamary Asl, M.  Shams Esfandabadi, Z.  Gautam, S.  Ranjbari, M.	2022	British food journal	124	12
12	Addressing the relevance of covid-19 pandemic in nature and human socio-economic fate	Thapliyal, J.  Bhattacharyya, M.  Prakash, S.  Patni, B.  Gautam, S.  Gautam, A.S.	2022	Stochastic environmental research and risk assessment	36	10

13	Environmental remediation by tea waste and its derivative products: a review on present status and technological advancements	Debnath, B.  Halder, D.  Purkait, M.K.	2022	Chemosphere	300	-
14	Smart agriculture monitoring system for outdoor and hydroponic environments	Edwin, B.  Veemaraj, E.  Parthiban, P.  Devarajan, J.P.  Mariadhas, V.  Arumuganainar, A.  Reddy, M.	2022	Indonesian journal of electrical engineering and computer science	25	3
15	Experimental studies on thermosyphon using low global warming potential refrigerant hfe7000 and nanorefrigerant hfe7000/al <sub>2</sub> o <sub>3</sub>	Anand, R.S.  Jawahar, C.P.  Brusly Solomon, A.  Benson, V.  Alan, A.  Vignesh Nair, K.P.  Alan, V.A.	2021	Proceedings of the institution of mechanical engineers, part e: journal of process mechanical engineering	235	3
16	Machine learning analysis on the impacts of covid-19 on India's renewable energy transitions and air quality	Stephan, T.  Al-Turjman, F.  Ravishankar, M.  Stephan, P.	2022	Environmental science and pollution research	29	52
17	Environmental impact of electric vehicles	Jose, P.S.  Jose, P.S.H.  Wessley, G.J.J.  Rajalakshmy, P.	2022	Eai/springer innovations in communication and computing	-	-
18	A novel approach for effective crop production using machine learning	Chowdary, V.T.  Robinson Joel, M.  Ebenezer, V.  Edwin, B.  Thanka, R.  Jeyaraj, A.	2022	Proceedings of the international conference on electronics and renewable systems, icears 2022	-	-
19	Biofertilizers: a sustainable approach towards enhancing the agricultural productivity	Mohanty, S.S.	2021	Biomolecular engineering solutions for renewable specialty chemicals: microorganisms, products, and processes	-	-

20	Germination prediction system for rice seed using cnn pre-trained models	Durai, S.  Mahesh, C.  Sujithra, T.  Shyamalakumari, C.	2022	Proceedings - ieee international conference on advances in computing, communication and applied informatics, accai 2022	-	-
21	Comparative analysis of deep learning models for cotton leaf disease detection	Mary, X.A.  Raimond, K.  Raj, A.P.W.  Johnson, I.  Popov, V.  Vijay, S.J.	2022	Lecture notes in electrical engineering	905	-
22	Dryland livestock rearing relies heavily on tree fodders: a narrative review	Manuvanthra, A.  Chandran, D.  Emran, T.B.  Aslam, M.M.K.  Savanth, V.V.  Kumar, M.  Sharma, R.  Da Silva, L.E.  Pran, M.  Lishma, N.P.  Sureshkumar, R.	2022	Indian veterinary journal	99	10
23	Development of banana peel powder as organic carrier based bioformulation and determination of its plant growth promoting efficacy in rice cr100g	David Paul Raj, R.S.  Agnes Preethy, H.  Gilbert Ross Rex, K.	2021	Journal of pure and applied microbiology	15	3
24	Global implications of biodiversity loss on pandemic disease: covid-19	Brema, J.  Gautam, S.  Singh, D.	2022	Covid-19 and the sustainable development goals	-	-
25	Analysis and classification of rhizome rot disease for turmeric plant using artificial intelligence	Janani, V.  Mangai, N.M.S.	2022	International conference on sustainable computing and data communication systems, icscds 2022 - proceedings	-	-
26	An analysis of total factor productivity of cotton in tamil nadu	Kavitha, V.  Usha Nandhini, S.  David Chella Baskar, V.	2021	Ecology, environment and conservation	27	1

27	Economic feasible assesment of green power generation for an isolated area	Debie Shajie, A.  Immanuel Paulraj, J.P.	2020	Indian journal of environmental protection	40	1
28	Algae: co2 sequestration and biorefinery	Thomas, J.  Sureshkumar, P.	2020	Applied algal biotechnology	-	-
29	Impact of plant health on global food security: a holistic view	Srinivasan, T.S.  Thankappan, S.  Balasubramaniam, M.  Bhaskar, V.	2022	Agriculture, environment and sustainable development: experiences and case studies	-	-
30	Analyzing the financial soundness and resilience of select small finance banks with rbi's big data	Augustus Immanuel Pauldurai, T.  Anitha, J.  Vijila, M.	2022	Lecture notes in electrical engineering	905	-
31	An analysis on farmers awareness and perception towards pradhan mantri fasal bima yojana scheme in coimbatore district of tamil nadu	Kavitha, V.  Nandhini, S.U.	2022	International journal of agricultural and statistical sciences	18	2
32	Bioconversion of waste to wealth as circular bioeconomy approach	Peter, D.  Rathinam, J.  Vasudevan, R.T.	2021	Biotechnology for zero waste: emerging waste management techniques	-	-

**8.2.1 Employment practice living wage:** The principle of "employment practice living wage" of KITS is in line with SDG 8, striving for continuous, inclusive, comprehensive employment and satisfactory work for everyone.

KITS has a policy of paying salary and wages which is much higher than the normal livelihood as per the norms of the Institution adhering to the guidelines of government pay commission.

**Fig.1 – HR Personal Policy on the scale of pay for faculty positions as per the norms of the Institution.**

The scale of pay for faculty positions will be as per the norms of the Institution which is in accordance with the UGC pay commission and other allowances as per the university norms as approved by the Board of Management.

1. 7<sup>th</sup> Central Pay Commission applicable for School of Engineering and Technology / School of Agricultural Sciences / School of Management:

<b>S.No.</b>	<b>Designation</b>	<b>Rationalized Entry Pay</b>
1.	Assistant Professor (Grade I)	₹57,700
2.	Assistant Professor (Grade II)	₹68,900
3.	Assistant Professor (Selection Grade)	₹79,800
4.	Associate Professor	₹1,05,100
5.	Professor	₹1,44,200

HRA and D.A as per norms.

**Fig.2 – HR Personal Policy on the performance margin for faculty members in terms of API Score as per the norms of the Institution.**

**Performance Margin:**

The performance margin for faculty members in terms of API score & maximum permissible Basic Pay limit in 7th pay shall be as follows:

Designation	Criteria	Maximum permissible limit of Basic Pay in 7th Pay
Assistant Professor (All Grades)	API scores less than 350 from Research & Academic Development	₹1,01,000 (Basic Pay)
Associate Professor	API scores less than 600 from Research & Academic Development	₹1,80,000 (Basic Pay)

**Fig.3 – HR PDA Policy for publications in Scopus Indexed Journals**

**A. PDA Policy for Publications in Scopus Indexed Journals based on Impact Factors:**

<b>S.No.</b>	<b>Schools / Departments</b>	<b>Papers published in Scopus indexed journals (Non-Paid Journals) with impact factors</b>	<b>Incentive (one time/paper)</b>	<b>Remarks</b>
1	Engineering	Between 1 and 2	2,000	Max. 5 in a calendar year
2	Engineering	Between 2 and 5	5,000	Max. 2 in a calendar year
3	Non-Engineering	Between 2 and 3	2,000	Max. 5 in a calendar year
4	Non-Engineering	Between 3 and 5	5,000	Max. 2 in a calendar year
5	Engineering and Non-Engineering	Between 5 and 10	10,000	No Restriction in no. of papers
6	Engineering and Non-Engineering	10 and above	20,000	No Restriction in no. of papers

**Note:** The first / Corresponding Author will only be eligible to receive the Incentive.

**Fig.4 – HR PDA Policy for Funded Projects**

**B. PDA Policy for Funded Projects:**

1. For Faculty Members who obtain Funded projects, an equivalent amount of 50% of the overhead expenses only allotted by the funding agency for the project period, will be averaged and be credited into the PDA every month, till the project period is over.
2. In case of Funded Projects the Principal Investigator is only eligible to receive the equivalent amount of 50% of the overhead expenses allotted by the funding agency to be credited into the PDA.
3. In case of multiple investigators involved in the project, an equivalent amount of 50% of the overhead expenses allotted by the funding agency shall be apportioned between / among the investigators and be credited into the PDA.
4. This should be spelt out at the time of submitting the proposals to the Registrar / Vice Chancellor (i.e., while obtaining the signature of the Registrar / Vice Chancellor) as a disclosure form.



## Fig.5 – HR PDA Policy for Consultancy

### C. PDA Policy for Consultancy:

Faculty members are encouraged to undertake consultancy work in the areas of their interest, with the explicit approval of the Head of the School and the Registrar. The proceeds from the consultancy project will be shared as follows.

Projects where Institutional facilities (infrastructure) are utilized.

To the Consultancy Coordinator	- 35%
To the Institution	- 35%
To the Department Budget (for academic oriented development)	- 20%
To the Lab Asst	- 10%

This distribution is from the surplus amount remaining after deducting the consumables and other expenditure incurred by the Institution.

Projects where Institutional facilities (infrastructure) are not utilized

To the Consultancy Team	- 55%
To the Institution	- 30%
To the Department	- 15%

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## Fig.6 – HR Policy for Non-Teaching Staff – Construction Staff

### A. CONSTRUCTION STAFF

Qualification	Recommended Scale of pay	Construction
B.E / B.Tech in Civil / Electrical / Mechanical Engineering	Rs. 15600-39100 + Rs. 5400 <b>E</b>	Asst. Engineer
Minimum 8 years of Experience as Asst. Engineer	Rs. 15600-39100 + Rs. 6600	Asst. Executive Engineer
Minimum 8 years of Experience as Asst. Executive Engineer	Rs. 15600-39100 + Rs. 7600	Executive Engineer

**Fig.7 – HR Policy for Non-Teaching Staff – Maintenance Staff**

**B. MAINTENANCE STAFF**

Qualification	Recommended Scale of pay	Maintenance/ Transport	Campus Communication
<b>HMV/ ITI / Diploma*/B.Sc*/ relevant equivalent degree*</b>	Rs.5200-20200 + Rs. 2200  3625-85-4900 *3 increments <b>A</b>	Plumber / Electrician/ Pump Operator Gr. II	Telephone Operator Grade II
Minimum 6 years of Experience in Karunya in Gr.II	Rs. 5200-20200 + Rs. 2800) <b>B</b>	Plumber / Electrician/ Pump Operator Gr.I	Telephone Operator Grade I
Minimum 8 years of Experience in Karunya in Gr.I	Rs. 9300-34800 + Rs. 4400 <b>C</b>	Plumber / Electrician/ Pump Operator (Selection Grade)	Telephone Operator (Selection Grade)

*The regular vacations will not hold good for the essential staff*

**Fig.8 – HR Policy for Non-Teaching Staff – Technical Staff**

**C. TECHNICAL STAFF**

Qualification	Recommended Scale of pay	Category / Laboratories	Workshops	Computer Center
<b>ITI / Diploma*/B.Sc*/ relevant equivalent degree*</b>	Rs.5200-20200 + Rs. 2200  *3 increments <b>A</b>	Lab Technician Gr. II	Mechanic** Gr II ** - Appropriate trade	Computer technician Grade II
<b>B.E / M.Sc / relevant equivalent degree</b> Or Minimum 6 years of Experience as Lab Technician Gr. II	Rs. 5200-20200 + Rs. 2800) <b>B</b>	Lab Technician Gr. I	Mechanic** Gr I	Computer technician Gr I
Minimum 8 years of Experience as Lab Technician Gr. I	Rs. 9300-34800 + Rs. 4400 <b>C</b>	Senior Lab Technician	Senior Mechanic**	Senior Computer technician
Minimum 6 years of Experience as Lab Technician Selection Grade	Rs. 9300-34800 + Rs. 4700 <b>D</b>	Lab Technician Selection Grade	Mechanic** Selection Grade	Computer Technician Selection Grade
Minimum 8 years of Experience as Senior Lab Technician	Rs. 9300-34800 + Rs. 5400 <b>E</b>	Demonstrator	Foreman	Computer Instructor

## HR Policy for Non-Teaching Staff – Administrative Staff

### **D. ADMINISTRATIVE STAFF**

Qualification	Recommended Scale of pay	Designation
B.A. / B.Sc / B.Com/ relevant equivalent degree / M.A.**/ M.Sc** with essential computer knowledge	Rs.5200-20200 + Rs. 2200 ** 2 increments at entry only <b>A</b>	Assistant / Accountant Gr. II
M.Com / PG Diploma / Shorthand higher with a degree & 3 years relevant exp. Or Minimum 6 years of Experience as Assistant / Accountant Gr. II	Rs. 5200-20200 + Rs. 2800) <b>B</b>	Assistant / Accountant Gr. I
M.B.A / M.C.A or Minimum 8 years of Experience as Assistant / Accountant Gr. I	Rs. 9300-34800 + Rs. 4400 <b>C</b>	Assistant Section Officer / Assistant Purchase Officer / Assistant Stores Officer / Assistant PRO / Assistant Accounts officer / Assistant Superintendent / Assistant Manager
Minimum 6 years of Experience as Asst.Section Officer/Asst. Purchase Officer/ Asst Stores Officer / APRO / Asst Accounts officer	Rs. 9300-34800 + Rs. 4700 <b>D</b>	Section Officer / Purchase Officer / Stores Officer / PRO / Accounts officer / Superintendent / Manager
Minimum 8 years of Experience as Superintendent	Rs. 9300-34800 + Rs. 5400 <b>E</b>	Asst. Registrar
Minimum 6 years of Experience as Asst. Registrar	Rs. 15600-39100 + Rs. 6600	Dy. Registrar

**Note:**

- \* Candidates with qualifications from Distance Education may be appointed based on the performance in the skilled test and interview. However, Open University scheme candidates need not be considered.
- \* All the new appointments shall be on contract basis for a period of two years. After two years the contract appointment shall be regularized/extended based on the performance of the staff member.

### **8.2.2 Employment Practice Unions**

KITS has got a platform for all the faculty to post their grievances through the email [tellus@karunya.edu](mailto:tellus@karunya.edu). This is the forum to express their issues. Appropriate reply will be given within 24 hours sorting out the issues raised or if it is a trivial issue the inconvenience in sorting out the issue will be given to the faculty concerned.

### **8.2.3 Employment policy on discrimination**

KITS has got a platform for all the faculty to post their grievances through the email [tellus@karunya.edu](mailto:tellus@karunya.edu). This is the forum to express their issues. Appropriate reply will be given within 24 hours sorting out the issues raised or if it is a trivial issue the inconvenience in sorting out the issue will be given to the faculty concerned.

. It encompasses various forms of discrimination, including but not limited to race, gender, age, disability, sexual orientation, religion, and ethnicity. This policy applies to all aspects of employment, including recruitment, hiring, promotion, training, compensation, and termination.

### **Equal Employment Opportunity Policy**

#### **(a) Equal Employment Opportunity Policy**

Karunya Institute of Technology and Sciences is a self-financing Christian Minority Institution. No employee or applicant will be subjected to discrimination because of race, colour, age, sex, religion, marital status, disability, military status or any other characteristic protected by law. This policy is applicable to all terms and conditions of employment, including recruitment, hiring, promotion, training assignment, evaluations, compensation and termination.

### **Policy against Harassment**

#### **(b) Policy Against Harassment**

##### **In General**

Karunya Institute of Technology and Sciences is committed to provide all employees with an environment that is free of discrimination and harassment. We will not tolerate conduct that constitutes or could lead or contribute to harassment based on sex, race, colour, religion or any characteristic or status protected by law. Examples of such prohibited conduct include, but are not limited to

- Ethnic slurs
- Use of computer (including the internet and email) to view or distribute racially offensive communications
- Threatening, intimidating or hostile acts directed at a particular sex or religious group

Harassment does not require intent to offend. Thus, inappropriate conduct meant as a joke or even a compliment can constitute prohibited harassment.

##### **Sexual harassment**

Sexual harassment is a specific type of discriminatory harassment. It includes unwelcome sexual advances, requires for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to the action is either an explicit or implicit condition of employment
- Submission to or rejection of the action is used as a basis for employment decisions or
- Such conduct has the purpose or effect of interfering with the employee's work performance or creating an intimidating, hostile or offensive environment

Prohibited conduct includes, but is not limited to:

- Unwelcome sexual flirtations, advances or propositions
- Inappropriate touching
- Graphic verbal comments about an individual's body or appearance
- The use of sexually degrading words
- The use of computers (including the internet and email) to display or distribute sexually explicit images, messages or cartoons

In addition to the foregoing, no one with a supervisory role may at any time:

- Threaten or imply that an individual's submission to or rejection of a sexual advance will in any way influence any decision regarding that individual's employment, performance evaluation, advancement, compensation, assignments, discipline, discharge or any other term or condition of employment
- Make any employment decision concerning an individual on such a basis

### **(c) Procedures**

If you believe that you or anyone else has been subjected to prohibited conduct, you are required to report the relevant facts as promptly as possible. At your option, the report can be made to your higher authority Head of the Department (HoD) / Director / Dean / Registrar / Pro-Vice Chancellor / Vice Chancellor. You should report the conduct regardless of

- The offender's position at Karunya Institute of Technology and Sciences
- The fact the offender is not employed in Karunya Institute of Technology and Sciences eg. Vendor, visitor, temporary employee. Your time report is critical in order for the Karunya Institute of Technology and Sciences to take action to stop the conduct before it is repeated. All reports will be addressed promptly, with further investigation where needed to confirm facts or resolve dispute facts. In conducting its investigation, Karunya Institute of Technology and Sciences will strive to keep the identity of individuals making reports as confidential as possible.

Appropriate disciplinary action including unpaid suspensions and terminations will be taken against the personnel found to have violated these policies. Individuals who violate these policies may also be vulnerable to additional, personal exposure under applicable law.

### **(d) No Retaliation**

Threats or acts of retaliation against individuals who report inappropriate conduct or participate in an investigation will not be tolerated. If you think you have been subjected to retaliation, you are obligated to use the above procedure to report the pertinent facts. The Institution will investigate and take appropriate action in the manner described above.

## **8.2.4 Employment policy modern slavery**

The employment policy of KITS on combating modern slavery sets the standard for the Institute's commitment to eliminate any form of forced labour, human trafficking, or exploitation within its operations and supply chains. It extends to all employees emphasising a zero-tolerance approach to modern slavery.

### **Policy on modern slavery for commencement of service**

#### **6.15 Commencement of Service**

Except as otherwise provided by or under these Rules, service of an employee shall be deemed to commence from the working day on which the employee reports for duty in an appointment covered, by these Rules at the place intimated to him by the Competent Authority provided he / she reports before noon, otherwise his service shall commence from the following working day.

"Service" includes the period during which an employee is on duty as well as on leave duly sanctioned, but does not include any period during which an employee is absent from duty without permission or overstays leave, unless specifically permitted.

### **Policy on modern slavery for employees on probation**

#### **6.16 Employees on Probation**

All persons appointed in the Institution either by direct recruitment or re-appointment to another cadre shall be on probation.

##### **a) Period of Probation**

The period of probation in case of employees shall be one year. The Competent Authority may extend the period of probation of an employee, by another year only if his / her performance is not found satisfactory during the period of probation.

##### **b) Termination of Probation**

The probation period may be terminated by the competent authority, in case their attendance, conduct, work progress are not satisfactory as per the assessment made and also on the recommendation of the Dean/Head of the School.

## **Policy on modern slavery for confirmation of service**

### **6.17 Confirmation of service**

On satisfactory completion of the probation an employee shall be Approved Probationer subject to fulfillment of the following criteria. No probationer shall be deemed to have been Approved Probationer unless done in writing by the Competent Authority. The HR Committee shall be the final authority to decide on the satisfactory completion of the probation.

- An employee should have obtained a minimum prescribed score in the performance appraisal report on successful completion of the probation period.
- There are no adverse remarks noted or reported against the concerned employee. In the event of any such observation, the period of probation is likely to be extended for such period as deemed appropriate under the circumstances.

## **Policy on modern slavery for Induction of new staff**

### **6.18 Induction of New Staff**

A brief campus trip to show the different location of the Karunya Campus to the new appointee shall be arranged by the HR Section.

All newly inducted faculty shall undergo faculty induction programme organized by the HR Section.

The Dean shall introduce the new appointee to the HoD and also the HoD (DoVE) for a special briefing on Karunya's vision.

The Department shall assist the new appointee in obtaining campus accommodation and other amenities (such as cooking gas connection, etc). A handout can be given as to whom they should contact for each need. The handout may contain various telephone numbers, copies of requisition forms both for internal assistance and requirements from external agencies.

## **Policy on modern slavery for Resignation/Termination of Service**

### **6.19 Resignation / Termination of Service:**

In case the faculty wants to leave the Institution or the management decides to terminate the services, one month notice or one month wages in lieu of notice is required on either side. However, the faculty member will not be relieved in the middle of the semester. In the case of proved moral turpitude the Management has the right to immediately terminate the services of the faculty both in the case of Approved Probationers and Faculty on Probation.

## **Policy on modern slavery for system for Relieving Staff**

### **6.20 System for Relieving Staff**

The staff member who wishes to leave the institution shall submit the resignation through the head of the department concerned.

The HoD should clearly certify that the staff member can be relieved and his absence shall not affect the routine duties of the department till the end of the semester without any additional burden to other staff members.

The staff in-charge of the establishment section shall forward a note to the Registrar indicating clearly the notice period required and given along with other remarks if any.

When the above documents are clear, the Registrar shall inform the Vice Chancellor and accept the resignation and direct the staff member to obtain "No Due Certificate".

Service certificate will not be issued to staff who do not comply with the above regulations

An exit interview shall be conducted to obtain the feedback from the faculty proposing to leave the Institution.

## **Policy on modern slavery for termination of service/superannuation & retirement**

### **Termination of Service**

Services will be automatically terminated at the close of the period of contract unless otherwise communicated in writing. Any further employment is subject to the discretion of the management and subject to availability of vacancies. In case of further employment, the service during the previous period will not be reckoned with, to compute the continuity of service for any reason.

Nothing in these rules shall affect the right of the Institution to terminate the services of an employee without notice or pay in lieu thereof on his /her being certified by a Medical Officer to be physically unfit (permanently incapacitated) for further continuance in the service of the Institution.

### **6.21 Superannuation & Retirement**

Retirement Age: 58 years on scale. However, after the age of 58 years, if the service of the faculty is required by the Management, the HR Committee shall decide about the reappointment of the faculty by examining the medical fitness, teaching learning skills, administrative skills, research competency and contribution to the department. If reappointed after 58 years, year by year till 70 years of age, can be considered. The decision of the HR Committee shall be binding and final.

### **8.2.5 Employment practice equivalent rights outsourcing**

KITS provide a guaranteeing equivalent right of workers when outsourcing activities to third parties which is existing and reviewed every year as per the HR Personal Policy.

The policy with respect to the Adjunct Faculty/Visiting Faculty as per the HR policy of the KITS is given below. Apart from this, no outsourcing is given about labour and other administrative staff in this Institute.



## **Policy for outsourcing rights and practices**

### **6.5 Policy with respect to Adjunct Faculty/Visiting Faculty:**

1. The Deans of the Schools may identify Eminent Professors / Industrialists in their respective fields / specializations in consultation with the Vice Chancellor to be appointed as Adjunct Faculty for a period of one year. They may be involved in teaching, research and consultancy.
2. Adjunct Professors from a foreign country would be paid a consolidated salary of Rs.1,20,000/- per month or Rs. 30,000/- per week. They will be provided food and accommodation. Their travel (airfare-economy- round trip) through the shortest route will be reimbursed only once.
3. Adjunct Professors from India would be paid a consolidated salary of Rs. 60,000/- per month or Rs. 15,000/- per week. They will be provided food and accommodation. Their travel (airfare-economy – round trip) through the shortest route will be reimbursed only once.
4. If they are employed on an hourly basis, Rs. 3500/- per hour (max. 10 hours in a semester) and Rs. 2,000/- per hour (max. 10 hours in a semester) will be given as remuneration for a Foreign and Indian Professor respectively. However, this arrangement can be implemented once in a semester. This arrangement will not cover the air or train travel.
5. Once a Adjunct faculty is approved by the Vice-Chancellor, subsequent visits can be arranged by the school / department subject to the availability of funds in the school/department budget.

### **Policy for Outsourcing with respect to Part-time Faculty**

#### **6.6 Policy with respect to Part-time Faculty:**

- 1) The Deans of the Schools may identify the faculty who have minimum of 10 years Teaching / Research / Industry experience in their respective fields / specializations to be appointed as part-time faculty members with the approval of Vice Chancellor.
- 2) The part-time faculty members resume will be scrutinized and put up to the Vice Chancellor for his review and perusal. However, it will be placed before the HR Committee for the final recommendation for approval.
- 3) The part-time faculty may be involved in giving lectures for UG & PG programmes with maximum of two subjects per semester per faculty.

- 4) Once a part-time faculty is approved by the Vice-Chancellor / HR Committee, the subject allocation and subsequent visits can be arranged by the school / department subject to the availability of funds in the school/department budget.

## Policy for outsourcing of Part-time Faculty

### 6.7 Payment for Part-time faculty

- 1) The part-time faculty may be given the remuneration on an hourly basis as shown in the table below;

Part-time Faculty Category	Programme	No. of Subjects	No. of hours per week	Remuneration per hour (in ₹)	Total Remuneration per week (in ₹)	Total Remuneration per month (in ₹)
<b>Category I:</b> PG with Ph.D. (OR) PG with ≥ 8 years of experience in lieu of Ph.D.	UG	Single subject	3	1,000	3,000	12,000
		Two subjects	6	1,000	6,000	24,000
	PG	Single subject	3	1,250	3,750	15,000
		Two subjects	6	1,250	7,500	30,000
<b>Category II:</b> PG with < 8 years of experience.	UG	Single subject	3	750	2,250	9,000
		Two subjects	6	750	4,500	18,000

- 2) Norms for the internal faculty members taking extra classes for UG programmes:  
Internal faculty, after fulfilling the teaching workload policy norms of the Karunya Institute of Technology and Sciences, if willing to handle subjects on part-time basis, may be allotted with one UG subject and shall be paid remuneration at the rate of 50% of the recommended remuneration for part-time faculty members.

## Policy for outsourcing of Distinguished Professors/Professor Emeritus

### 6.8 Distinguished Professors

The Schools and Departments may identify 'Distinguished Professors' or 'Professors of Eminence' in their respective fields, specializations. The names of these Professors will be placed before the Board of Management for approval, once approved they will be appointed to serve as Professor of Eminence for the Institution. They will be used by the Institution for Guidance, consultancy, guest lectures, endorsement of programs and courses etc.

### 6.9 Payment for Distinguished Professors

Once appointed to the post of Professor of Eminence they will be paid an annual retainer fee of minimum ₹50,000 and will be paid additionally for visits and consultations based on the internationally acceptable market rates for the work done.

### 6.10 Professor Emeritus

This position shall be made available to the professors of Karunya Institute of Technology and Sciences after they have crossed the age of 70 years and are considered to be useful because they have sponsored projects and continue to guide research scholars. The approval for this post must be accorded by the Board of Management and these Professors shall receive an honorarium of ₹ 15,000 per month in addition to the 5% consultancy payment made on the total value of the funded research project being operated by the professor.

### 8.2.6 Employment policy pay scale equity.

The employment policy of the KITS on pay scale equity underscores the commitment of this Institute to ensure that all employees receive fair compensation irrespective of gender, race, ethnicity, or any other differentiating factor. It emphasizes the implementation of transparent and non-discriminatory salary structures.

## Salary Slip of a Faculty Member - Sample



**Karunya INSTITUTE OF TECHNOLOGY AND SCIENCES**  
(Deemed to be University)  
Karunya Nagar, Coimbatore 641 114, Tamil Nadu, India.

*Payslip for the month Oct 2023*

Staff ID : 744  
Department : Division of Mechanical Engineering

Staff Name : Dr.M.WILSON KUMAR  
Designation : ASSISTANT PROFESSOR  
(SELECTION GRADE)

Gross Pay : 119,180.00  
Loss of Pay Days : 0.00  
Date of Joining : 01 Aug 2006  
PF No. : 16982  
PAN No. : AAXPW0602M

Deductions : 24,893.00  
Net Salary : 94,287.00  
Bank A/c No. : 917010077861849  
Aadhaar No. : 624709643084  
UAN No. : 100414060503

**Earnings**

Earnings Desc.	Amount
Pay in the Band	101,000.00
Grade Pay	0.00
Dearness Allowance	10,100.00
House Rent Allowance	8,080.00
<b>Total :</b>	<b>119,180.00</b>

**Deductions**

Deductions Desc.	Amount
EPF	1,800.00
Income Tax	10,900.00
Professional Tax	211.00
Staff Benevolent Fund	120.00
Quarters Service Charges	5,100.00
Quarters Amenity Charges	800.00
Medical	131.00
JC Contribution	500.00
SBF Loan	5,331.00
<b>Total :</b>	<b>24,893.00</b>

\* This is a system generated document, and does not require signature

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### 8.2.7 Tracking Pay Scale for Gender Equity.

KITS fosters a more inclusive and respectful work environment, creating a level playing field where employees are valued and compensated based on their contributions, not their gender.

By upholding this practice, the Institute not only supports gender equality but also contributes to a more motivated, engaged, and loyal workforce, benefiting both the employees and the Institute. The HR policy of the institute is available in the intranet of the Karunya portal.

### **8.2.8 Employment Practice Appeal Process**

Understanding the significance of ensuring fair and transparent employment practices, KITS has established a structured and impartial appeal process for employees who may have concerns or grievances related to their employment. In this process, the Institute has a platform [tellus@karunya.edu](mailto:tellus@karunya.edu) for employees to raise an appeal which will be sorted out within 24 hours.

### **8.3.1 Expenditure per Employee**

Referring to the year 2021-22, our institution comprises a total of 661 employees. This dedicated workforce plays a crucial role in the daily operations and the fulfilment of academic and administrative objectives.

To sustain this workforce and the institution's operations, the expenditure amounts to Rs. 102.38 crores per year. The financial commitment encompasses salaries, infrastructure maintenance, research initiatives, academic development, and the overall support necessary to maintain an efficient and conducive environment for both staff and students.

### **8.4.1 Proportion of Students with Work Placements**

KITS had 7625 students enrolled in diverse academic programs in 2021-22. The institution is committed to providing a conducive and comprehensive educational environment that caters to the holistic development and academic pursuits of our students.

The Full-Time Equivalent (FTE) program with work placements has proven to be a significant success as a total of 870 students in the final year were placed across all streams. This accomplishment underscores the institute's commitment to providing holistic education and practical exposure, resulting in substantial opportunities for students to transition seamlessly from academia to the professional world.

### **8.5.1 Proportion of Employees on Secure Contracts.**

The Full-Time Equivalent (FTE) count at KITS encompasses a team of 661 dedicated employees. This collective workforce forms the backbone of the institution, contributing significantly to its academic and operational excellence.