



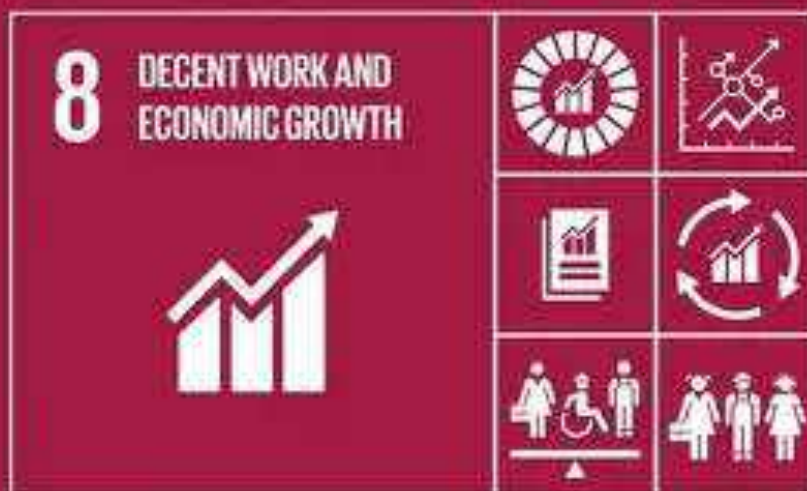
**Karunya** INSTITUTE OF TECHNOLOGY AND SCIENCES

(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) has established robust policies and practices to uphold ethical employment standards, focusing on fair wages, staff welfare, and non-discrimination. In line with the Sustainable Development Goal (SDG) 8, which promotes decent work and economic growth, KITS is committed to ensuring that staff receive a "living wage" — an income sufficient to meet basic needs like food, shelter, and healthcare. The university follows local minimum wage standards while aligning with national and international guidelines for fair compensation.

KITS also adheres to policies that prevent discrimination based on religion, gender, age, or other protected characteristics, fostering an inclusive and respectful work environment. The institution's Grievance Redressal Policy ensures transparency and fairness in addressing staff concerns, and it remains dedicated to eliminating gender pay gaps through regular pay equity assessments. Furthermore, KITS enforces strict anti-modern slavery measures, including prohibition of forced labour and child labour, ensuring that all employment practices comply with ethical labour standards. These efforts underscore KITS's commitment to promoting decent work, equity, and human rights across all its operations.

### 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.

The faculty members have published 52 research papers relevant to SDG 8 in Scopus Indexed Journals during 2023 and 2024.

The list of publications pertaining to SDG 8 is given below:

S.No	Title	Authors	Year	Journal
1	Laccase: A potential biocatalyst for pollutant degradation	Dong, C.-D.  Tiwari, A.  Anisha, G.S.  Chen, C.-W.  Singh, A.  Halder, D.  Patel, A.K.  Singhania, R.R.	2023	Environmental Pollution
2	Waste management beyond the COVID-19 pandemic: Bibliometric and text mining analyses	Ranjbari, M.  Shams Esfandabadi, Z.  Gautam, S.  Ferraris, A.  Scagnelli, S.D.	2023	Gondwana Research
3	Accelerating Crop Yield: Multisensor Data Fusion and	Reyana, A.  Kautish, S.  Karthik, P.M.S.  Al-	2023	IEEE Access

S.No	Title	Authors	Year	Journal
	Machine Learning for Agriculture Text Classification	Baltah, I.A.  Jasser, M.B.  Mohamed, A.W.		
4	Bioaccumulation of pesticides in fish resulting toxicities in humans through food chain and forensic aspects	Ray, S.  Shaju, S.T.	2023	Environmental Analysis Health and Toxicology
5	Temporal and Spatial Variations of Satellite-Based Aerosol Optical Depths, Angstrom Exponent, Single Scattering Albedo, and Ultraviolet-Aerosol Index over Five Polluted and Less-Polluted Cities of Northern India: Impact of Urbanization and Climate Change	Singh, R.  Singh, V.  Gautam, A.S.  Gautam, S.  Sharma, M.  Soni, P.S.  Singh, K.  Gautam, A.	2023	Aerosol Science and Engineering
6	Biotechnological interventions for improving the seed longevity in cereal crops: progress and prospects	Choudhary, P.  Pramitha, L.  Aggarwal, P.R.  Rana, S.  Vetriventhan, M.  Muthamilarasan, M.	2023	Critical Reviews in Biotechnology
7	Household Air Pollution: a Progress Update by Evaluation and Scientometric Analysis	Manuel, J.J.S.  Gautam, S.	2023	Water, Air, and Soil Pollution
8	The debt trap, a shadow pandemic for commercial sex workers: Vulnerability, impact, and action	Shekhar, B.	2023	International Review of Victimology
9	Fintech innovations in E-payments: Privacy and security in cybercrime threats	Ramesh, K.P.  Amudha, R.  Prasob, K.  Kanna, K.S.	2023	Multidisciplinary Science Journal
10	Managing Human-Elephant Cohabitation: Strategies for Mitigating Conflict and Encouraging Coexistence	Pratap, C.B.  D'Souza, A.  Athulya Velt, V.H.  Princess I, L.  Ashwini, V.V.H.  Joice, P.	2023	E3S Web of Conferences
11	A Novel Approach for Crop Yield Prediction based on Hybrid Deep Learning Approach	Rao, B.S.  Priya, P.  Nadiger, S.  Rout, S.  Pathade, K.N.  Singh, K.	2023	Proceedings of the 8th International Conference on Communication and Electronics Systems, ICCES 2023
12	Multi-class Plant Leaf Disease Classification on Real-Time Images Using YOLO V7	Sajitha, P.  Andrushia, D.A.  Suni, S.S.	2023	Lecture Notes in Networks and Systems

S.No	Title	Authors	Year	Journal
13	IoT and Industry 5.0 Revolutionizing Agriculture: A Comprehensive Review of Sustainable Advancements in Precision Farming	Mohan, K.J.  Mary, I.T.B.  Paul, J.J.	2023	IET Conference Proceedings
14	Real Time Helmet and Mask Detection for Safety Critical Areas in the Workplace	Kuriakose, A.  Ancy Jenifer, J.  Nunthuk, C.	2023	Proceedings of the International Conference on Circuit Power and Computing Technologies, ICCPCT 2023
15	Growth analysis and parametric budgeting of different exogenous phytohormones on direct sown finger millet ( <i>Eleusine coracana</i> L.) under irrigated conditions	Srinithi, P.  Mohanapriya, R.  Vinoba, A.G.  Aravinth, K.V.	2023	Journal of Applied and Natural Science
16	Vulnerability of the microfinance sector with special reference to Covid-19-a literature review	Sajan, D.  Joseph, C.S.	2023	Journal of Tropical Agriculture
17	Evaluating the Soil Nutrient Status using GIS and Remote Sensing Technology-A Case Study at Coimbatore District	Alex Immanual Jeyasingh, R.  Suguna Devakumari, M.  Poonguzhali, R.S.  Katharine, S.P.  Jeeva, S.C.	2023	Agricultural Science Digest
18	Quantification of Floating Plastics Using UAV Images and Identification of Microplastics in Ukkadam Tank, Coimbatore, Tamil Nadu	Baburaj, K.  Brema, J.  Wesley, J.J.	2023	Springer Proceedings in Earth and Environmental Sciences
19	Advancements In Piezoelectric Energy Harvesting For A Sustainable Development: A Comprehensive Review Of Environmental Prediction Methods	Marimuthu, C.  Manikandan, V.  Jayakumar, J.	2023	Journal of Environmental Protection and Ecology
20	Microbiota in sustainable degradation of organic waste and its utilisation in agricultural industry	Sinduja, M.  John, J.E.  Suganthi, R.  Ragul, S.  Balaganesh, B.  Mathiyarasi, K.  Kalpana, P.  Sathya, V.	2023	Microbiomes for the Management of Agricultural Sustainability
21	Optimization of low-grade coal and refuse-derived fuel	Zaib, Q.  Park, S.  Behera, S.K.  Mahanty,	2023	Environmental science and

S.No	Title	Authors	Year	Journal
	blends for improved co-combustion behavior in coal-fired power plants	B.  Zafar, M.  Park, H.-S.  Kyung, D.		pollution research international
22	The importance of tropics in the changing climate	Rajan, D.  Gautam, S.	2023	The Role of Tropics in Climate Change: Global Case Studies
23	A Study on AI-ML-Driven optimizing energy distribution and sustainable agriculture for environmental conservation	Glady, J.B.P.  D'Souza, S.M.  Priya, A.P.  Amuthachenthiru, K.  Vikram, G.  Boopathi, S.	2024	Harnessing High-Performance Computing and AI for Environmental Sustainability
24	Advanced deep learning approach for enhancing crop disease detection in agriculture using hyperspectral imaging	Zekrifa, D.M.S.  Lamani, D.  Chaitanya, G.K.  Kanimozhi, K.V.  Saraswat, A.  Sugumar, D.  Vettrithangam, D.  Koshariya, A.K.  Manjunath, M.S.  Rajaram, A.	2024	Journal of Intelligent and Fuzzy Systems
25	Energy-efficient and location-aware IoT and WSN-based precision agricultural frameworks	Pushpavalli, M.  Jothi, B.  Buvaneswari, B.  Srinitya, G.  Prabu, S.	2024	International Journal of Computational and Experimental Science and Engineering
26	Navigating climate change in southern India: A study on dynamic dry-wet patterns and urgent policy interventions	Gautam, S.  Shany V, J.	2024	Geosystems and Geoenvironment
27	Beyond the surface: Microplastic pollution its hidden impact on insects and agriculture	Gautam, S.  Rathikannu, S.  Katharine, S.P.  Marak, L.K.R.  Alshehri, M.	2024	Physics and Chemistry of the Earth
28	Assessing LDPE microplastics' impact on green gram (Vigna radiata L. Wilczek) cultivation: A greenhouse pot experiment	Sravya, G.C.  Gautam, S.  Kumar, K.U.  Poonguzhali, R.S.  Manuel, R.I.	2024	Physics and Chemistry of the Earth
29	Bibliometric and Scientometric Assessment of the Environmental Impact and Sustainability of Open Cast Iron Ore Mining: A Comprehensive Analysis	Singh, V.V.  Gautam, S.	2024	Water, Air, and Soil Pollution

S.No	Title	Authors	Year	Journal
30	Secure smart city application using webservice model and mayfly optimization-based lightweight CNN	Sheeba, A.  Rajalakshmi, R.  Maheswari, B.U.  Ebenezer, A.S.	2024	Transactions on Emerging Telecommunications Technologies
31	Genome editing of Plant Growth-Promoting Microbes (PGPM) towards developing smart bioformulations for sustainable agriculture: Current trends and perspectives	Thankappan, S.  Binodh, A.K.  Kumar, P.R.  Kurien, S.  Narayanasamy, S.  Prabina, J.B.  Uthandi, S.	2024	Genome Editing in Bacteria (Part 2)
32	Enhancing Solar PV Deployment: Land Suitability Assessment and Site Selection using AHP	Tryphena, B.  Priyadharsini, C.  Vidhya, J.	2024	2024 International Conference on Advances in Modern Age Technologies for Health and Engineering Science, AMATHE 2024
33	Spatial analysis and assessment of soil erosion in the southern Western Ghats region in India	B, A.  K.R, R.  R, S.R.  M, M.D.  K, R.	2024	Environmental Monitoring and Assessment
34	Dynamics of Microbial Ecology, Particulate Matter, and Bacterial Aerosols in Agriculture: Implications for Health and Sustainability	Gautam, S.  Rathikannu, S.  T, J.J.  Bhagat, P.S.  Singh, V.V.  Lakra, A.R.	2024	Water, Air, and Soil Pollution
35	The Role of Digital Twins and Estimating their Impact on the Field of Agriculture in Promoting Sustainability	Shirley, C.P.  Benny, B.  Vidhya, K.  Berin Jeba Jingle, I.	2024	Proceedings - 2024 4th International Conference on Pervasive Computing and Social Networking, ICPCSN 2024
36	Mitigation of drought stress effects on alfalfa (Medicago sativa L.) callus through CaO nanoparticles and graphene oxide in tissue culture conditions	YAZICILAR, B.  NADAROĞLU, H.  ALAYLI, A.  NADAR, M.  GEDİKLİ, S.  BEZİRGANOĞLU, İ.	2024	Plant Cell, Tissue and Organ Culture
37	Monitoring Industrial Protection Gear Using Intelligent System	Yakubraj, M.  Rajkumar, J.S.  Sophas Samuel, S.  Matthew	2024	Proceedings of the 2nd IEEE International

S.No	Title	Authors	Year	Journal
		Palmer, G.  Ancy Jenifer, J.		Conference on Networking and Communications 2024, ICNWC 2024
38	Machine Learning Based Hybrid System for Rainfall Prediction and Crop Recommendation	Praveen, Y.J.  Isravel, D.P.  Dhas, J.P.M.  Deepthi, G.	2024	2024 International Conference on Advances in Modern Age Technologies for Health and Engineering Science, AMATHE 2024
39	Design of Greenhouse System with Internet of Things and Machine Learning	Pari Pugazh, M.  Arul Xavier, V.M.  Shyni, S.S.	2024	10th International Conference on Advanced Computing and Communication Systems, ICACCS 2024
40	Comparable Works in Blockchain Technology	Krishnapriya, K.S.  Rajeswari, M.  Brindha, D.  Sivamani, C.  Sowmiya, M.  Thilagavathi, C.	2024	Blockchain Intelligent Systems: Protocols, Application and Approaches for Future Generation Computing
41	VGG-16 based Deep Learning Approach for Plant Species Detection	Praveen, B.  Isravel, D.P.  Malar Dhas, J.P.	2024	2024 International Conference on Advances in Modern Age Technologies for Health and Engineering Science, AMATHE 2024
42	Comparative transcriptome profiling to untie the drought tolerance molecular mechanism of backcross rice ( <i>Oryza sativa</i> L.) inbred	Baghyalakshmi, K.  Ramchander, S.  Jagadeeshselvam, N.  Raveendran, M.  Jeyaprakash, P.	2024	Plant Breeding



S.No	Title	Authors	Year	Journal
43	Treatment of acidic electroplating effluent from small scale industries using batch and continuous flow adsorption reactor	Anand, A.M.  Jegathambal, P.  Jannet, S.  Mayilswami, C.	2024	Engineering Research Express
44	Microplastics Detection in Soil and Water: Leveraging IoT Technologies for Environmental Sustainability	Johnpaul, J.B.  Thusnavis Bella Marry, I.  Thomas, P.  Rithika, S.  Vishalakshi  Mercy, M.	2024	International Conference on Computing and Intelligent Reality Technologies, Proceedings of ICCIRT 2024
45	Circular Models and Strategies to Reduce and Reuse Food Waste	Sharath, K.N.  Ranganathan, T.V.	2024	Novel Approach to Sustainable Temperate Horticulture
46	Thermophilic Microbes: Their Role in Plant Growth Promotion and Mitigation of Biotic Stress	Kumar, S.  Rahman, M.  Gayithri, M.  Anjali  Bouket, A.C.  Naveenkumar, R.  Ranjan, A.  Rajput, V.D.  Minkina, T.  Singh, R.K.	2024	Extremophiles for Sustainable Agriculture and Soil Health Improvement
47	Scouting rice (Oryza sativa L.) landraces for moisture stress tolerance using morphometric diversity analysis	Kathiresan, P.K.  Binodh, A.K.  Thankappan, S.  Francis, N.  Selvaraj, R.  Ramasamy, N.K.  Alagarswamy, S.	2024	Plant Science Today
48	Plant Disease Detection using CNN and Image Processing	Dhivinkumar, A.J.  Sophia, S.	2024	15th International Conference on Advances in Computing, Control, and Telecommunication Technologies, ACT 2024
49	Metals Recovery from Electrical and Electronic Waste	Iyer, A.  Nambiar, K.S.  Gupta, D.K.  Murugan, S.	2024	Valorization of Resources from Urban Mined Materials: World Scientific Series on Advances in Environmental Pollution



S.No	Title	Authors	Year	Journal
				Management - Volume 3
50	Plant Disease Detection and Pesticide Recommendation Using Deep Learning	Reddy, V.C.G.  Arul Xavier, V.M.  Shyni, S.S.	2024	10th International Conference on Advanced Computing and Communication Systems, ICACCS 2024
51	Monsoon Shifts and Their Impact on Air Quality and Weather: A Case Study of the Amaravathi River Basin, India	Kumar, R.P.  Brema, J.  Gautam, S.  Catherina, G.	2024	Aerosol Optical Depth and Precipitation: Measuring Particle Concentration, Health Risks and Environmental Impacts
52	Development of CNN Model for Detecting Groundnut Leaf Diseases Using Mobile Net	Sree, Y.S.S.  Reddy, V.C.  Dolly, D.R.J.	2024	Proceedings of 2024 International Conference on Science, Technology, Engineering and Management, ICSTEM 2024
	Multi-class Classification and Pretrained Sustainable Agriculture Model for Plant Leaf Disease Detection Using Resnet-101	Teja, A.R.  Stephen, S.  Subathra, M.S.P.  Edwards, S.E.V.  Mahmood, Md.R.  Mohan, A.  George, S.T.	2024	IET Conference Proceedings

## 8.2 Employment practice

### 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.

## 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.

## 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)

## 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.

## 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.

## 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%

---

## 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 E	Asst. Engineer
Minimum 8 years of Experience as Asst. Engineer	Rs. 15600-39100 + 6600	Asst. Executive Engineer
Minimum 8 years of Experience as Asst. Executive Engineer	Rs. 15600-39100 + 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**

<b>Qualification</b>	<b>Recommended Scale of pay</b>	<b>Designation</b>
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 Year: in place by 2023**

Karunya Institute of Technology and Sciences (KITS) advocates fair labor standards and improves workplace conditions aligning with the goals of Sustainable Development Goal (SDG8) promoting decent work and economic growth, By negotiating on behalf of employees, HoDs help to establish fair wages, job security, safe working environments, and other employee benefits.

The Institution support equitable employment practices for both academic and administrative staff. 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 Year:**

Karunya Institute of Technology and Sciences (KITS) upholds anti-discrimination and equal opportunity policies that cover various protected characteristics, including religion, gender, age, marital status, and more. The institution's Code of Professional Ethics promotes a culture of inclusivity, respect, and fairness, ensuring that all staff and students are treated impartially and without discrimination. This includes specific policies to prevent discrimination related to gender, religion, age, and social status, while also upholding a zero-tolerance stance on sexual harassment and other forms of misconduct within the campus environment.

Additionally, KITS has mechanisms such as an Internal Complaints Committee to address grievances, particularly those related to gender discrimination and harassment. The policies align with broader legal and ethical frameworks, reflecting KITS's commitment to fostering an inclusive academic and professional atmosphere that respects diversity and individual rights.

1. Payment only for designation and not on religion, sexuality, gender, age or refugee status
2. Christmas gifts given to all the children of employee without any discretion
3. Gift from the management given every year for the newly wedded couples without any discretion

### **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.

HR Policy

Page 11 of 86

**8.2.4 Employment policy modern slavery Year**

Karunya Institute of Technology and Sciences (KITS) has policies in place that contribute to the commitment to ending modern slavery, including forced labor, human trafficking, and child labor. The university follows guidelines aligned with both local and international labor laws that prohibit such practices and uphold human rights in their operations. This includes a strict stance against the exploitation of workers, including vulnerable groups such as early-stage researchers, ensuring that all employment practices comply with ethical standards.

The university is committed to following legal frameworks that prohibit forced labor and human trafficking. These frameworks are integral to ensuring that all staff, including faculty and students, are treated with dignity and fairness, with appropriate avenues for reporting exploitation. It is expected that KITS adheres to the policies set by Indian labor laws as well as international conventions regarding modern slavery, child labor, and human trafficking

**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 overstay 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 Year:**

Karunya Institute of Technology and Sciences (KITS) aims to maintain responsible and ethical practices regarding workers' rights, especially when it comes to outsourcing activities to third parties. While detailed, specific policies on guaranteeing equivalent rights for outsourced workers are not readily available in public documents, the university has a strong focus on maintaining fair, equitable, and ethical practices. This includes ensuring that all workers, whether employed directly or through third parties, are treated with respect and dignity and that their rights are protected in line with national laws and international labor standards.

The university follows policies designed to ensure that workers, including outsourced staff, have access to fair working conditions, equitable pay, and protection from exploitation. These include provisions for grievance redressal, which would allow employees to address concerns regarding their working conditions or rights

#### **Outsourced Jobs in KITS**

- a. Security
- b. Canteen in Academic Campus
- c. Canteen in Hostel Campus
- d. Sanitation and cleaning in the Academic Campus
- e. Maintenance in the academic campus

### **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**

Karunya Institute of Technology and Sciences (KITS) upholds a commitment to pay equity and eliminating gender pay gaps through its dedication to equal opportunities and non-discrimination policies. The university enforces a transparent, inclusive environment where all employees are paid fairly, regardless of their gender, age, ethnicity, or any other protected characteristic. KITS emphasizes the importance of diversity, inclusion, and equality across its recruitment, retention, and promotion strategies, ensuring a commitment to equity throughout the university

The institution's overarching policies advocate for a non-discriminatory approach in recruitment and retention, actively working to eliminate any barriers to equal access for all members of its community. It ensures that faculty, staff, and students are offered equal opportunities, and that salary structures are assessed regularly to address any discrepancies

Additionally, regular reviews of pay scales are conducted to ensure fair compensation practices, focusing on the continuous elimination of gender-based pay gaps.

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.

### **8.2.7 Tracking pay scale for gender equity Year:**

Karunya Institute of Technology and Sciences (KITS) has established comprehensive policies to track and ensure gender pay equity, aligning with global standards for fairness in compensation. The institution is committed to monitoring its pay structures regularly and has been proactive in addressing gender disparities. This includes evaluating salary data to ensure that both male and female employees receive equitable pay for equivalent roles, responsibilities, and qualifications. KITS also upholds its commitment to ensuring that no gender pay gaps exist within their academic and administrative sectors.

The institution encourages transparency in pay scales and strives to create a supportive environment for all its employees, which is integral to fostering equality and diversity on campus. These practices are part of KITS's broader effort to promote equal opportunity, eliminate discrimination, and ensure fair treatment for all staff members, including a commitment to tracking and eliminating any gender pay gaps that may arise.

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**

Karunya Institute of Technology and Sciences (KITS) has established a comprehensive grievance redressal process to address concerns raised by students, staff, and other stakeholders. This process is managed through the Grievance Redressal Cell, which aims to resolve issues fairly and impartially while maintaining confidentiality.

The procedure begins with the submission of a grievance, which can be done either in person, by email, or via an online portal. Once a grievance is received, the Grievance Redressal Cell acknowledges it and forwards it to the relevant department for resolution. The concerned party is expected to respond within seven working days. If the grievance is not resolved at this stage or if the grievant is dissatisfied, they can escalate the matter to the Grievance Redressal Committee.

The Committee, which includes senior university officials, thoroughly investigates the grievance, conducts hearings if necessary, and seeks additional information if required. The final decision, after thorough review and investigation, is communicated to both parties. This process ensures that grievances are handled in a fair and timely manner, with full transparency and accountability.

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.

### **8.2.9 Employment practice labour rights**

Karunya Institute of Technology and Sciences (KITS) adheres to labor rights in accordance with national and international standards, ensuring fair treatment of all staff and students. The



university has a strict code of conduct that promotes equality, non-discrimination, and fairness. KITS commits to offering equal employment opportunities regardless of gender, religion, ethnicity, disability, or other protected characteristics. Discrimination, harassment, and misconduct, including sexual harassment, are prohibited within the Institution.

Additionally, the university follows various policies such as the "Grievance Redressal Policy," which ensures that complaints from faculty, staff, or students are addressed promptly and impartially. KITS also implements practices that respect the rights of all employees, with mechanisms in place to handle grievances related to labour rights.

The institution's commitment to a barrier-free environment for individuals with disabilities, alongside other diversity and inclusion initiatives, further reflects its dedication to fostering a supportive and equitable workplace.

### **8.3 Expenditure per employee**

#### **8.3.1 Indicator: Expenditure per employee**

Referring to the year 2023-24, our institution comprises a total of 697 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. 109.55 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 Proportion of students taking work placements**

KITS had 7390 students enrolled in diverse academic programs in 2023-24. 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 1354 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 Proportion of employees on secure contracts**

The Full-Time Equivalent (FTE) count at KITS encompasses a team of 697 dedicated employees. This collective workforce forms the backbone of the institution, contributing significantly to its academic and operational excellence. 60 faculty are employed on contract basis which amounts to 8.6% of the total staff on roll.