



KALASALINGAM
ACADEMY OF RESEARCH AND EDUCATION
(DEEMED TO BE UNIVERSITY)
Under sec. 3 of UGC Act 1956. Accredited by NAAC with "A++" Grade



THE - Impact Rankings 2026

8

**DECENT WORK AND
ECONOMIC GROWTH**



Promote sustained, inclusive and sustainable economic growth,
full and productive employment and decent work for all.

8.2.8 Employment practice appeal process

Kalasalingam Academy of Research and Education (KARE) has an established, multi-level appeal and grievance redressal system that ensures all employees have the right to contest decisions affecting their employment. This process ensures fairness, equity, and transparency in accordance with SDG 8 (Decent Work).

1. Accessible to All Categories of Staff

The appeal mechanism is available to:

- Teaching staff
- Non-teaching administrative and technical staff
- Contract and outsourced workers
- Temporary/part-time staff

2. Types of Issues That Can Be Appealed

Staff can appeal decisions related to:

- Performance appraisal
- Workload allocation
- Transfer or duty allocation
- Promotion or career advancement
- Contract renewal or termination
- Disciplinary action
- Workplace harassment or unfair treatment
- Pay-related disputes

3. Multi-Stage Appeal Mechanism



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Stage 1: Immediate Supervisor Review

Staff can submit a written appeal to their direct reporting authority.

Response time: 7–10 working days

Stage 2: Department/Unit-Level Committee

If unresolved, the appeal is reviewed by a committee consisting of:

- Head of Department/Unit
- Senior faculty/staff representative
- HR representative

Decision time: 15 days

Stage 3: University-Level Grievance Redressal Committee

For major appeals, employees may approach the University Grievance Redressal Committee (UGRC), comprising:

- Registrar (Chair)
- Director/Dean
- HR Head
- Legal/administrative representative
- One employee representative

Decision time: 30 days

Stage 4: External Appeal Options

Employees also have the right to approach:

- Internal Complaints Committee (for harassment issues)
- Government Labour Office (if unresolved)
- Legal authorities (as per statutory rights)

4. Transparent Documentation

- Appeals are submitted using a standard grievance/appeal form.
- All decisions are recorded in writing and communicated formally.
- Confidentiality is maintained throughout the process

5. Protection Against Retaliation



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The policy ensures:

- No adverse action against employees who file appeals
- Neutral and unbiased review
- Fair hearing before any final decision

Policies available in KARE Website:

Service Rules

<https://www.kalasalingam.ac.in/wp-content/uploads/2022/10/Service-rules.pdf>

Teaching Learning Policy

<https://www.kalasalingam.ac.in/wp-content/uploads/docs/Teaching-Learning%20Policy-Version%202018.pdf>

Code of Conduct for Non-Teaching Staff

<https://www.kalasalingam.ac.in/wp-content/uploads/2025/05/KARE-Code-of-Conduct-for-Teaching-Staff.pdf>

Code of Conduct for Teaching Staff

<https://www.kalasalingam.ac.in/wp-content/uploads/2025/05/KARE-Code-of-Conduct-for-Non-Teaching-Staff.pdf>

Workforce Employment Practice and Welfare Policy

<https://www.kalasalingam.ac.in/wp-content/uploads/2025/11/SDG-Workforce-Employment-Practices-Welfare-Policy.pdf>

Policy on Gender Equity and Sensitization

<https://www.kalasalingam.ac.in/wp-content/uploads/docs/Gender%20Equality.pdf>

All Policies

<https://www.kalasalingam.ac.in/policies/>



Faculty Appraisal System

At Kalasalingam Academy of Research and Education (KARE), the Faculty Appraisal System is a structured mechanism designed to evaluate and enhance the overall performance of faculty members. The system aims to ensure continuous improvement in key areas such as teaching effectiveness, research productivity, innovation, and professional development, aligning with the institution's vision of academic excellence.

Key features of the appraisal system include:

- **Comprehensive Evaluation:** Faculty performance is assessed across multiple dimensions, including classroom teaching, research output, participation in conferences and workshops, mentorship, and contribution to institutional initiatives.
- **Feedback and Development:** The appraisal process provides constructive feedback, helping faculty identify strengths and areas for improvement while guiding their professional growth.
- **Alignment with Career Progression:** Appraisal outcomes are integrated with Career Advancement Scheme (CAS), promotions, and professional recognition, motivating faculty to achieve higher standards in their academic and research endeavors.
- **Encouragement of Innovation and Excellence:** The system incentivizes faculty to engage in innovative teaching practices, interdisciplinary research, and collaborative projects, thereby contributing to the university's overall academic reputation.

Through this structured appraisal mechanism, KARE fosters a culture of accountability, continuous learning, and excellence among its faculty members.

Kalasalingam Academy of Research and Education
 (Deemed to be University)
 Anand Nagar, Krishnankoil

Faculty Appraisal Form 2022

General Instructions:

NOTE: The appraisal form will be rejected straightway without further processing if any faculty member is found to not meet the minimum eligibility as mentioned below:

1. No continuous absence for a week without proper leave approval and class adjustments
2. Should receive PhD guidance within 2 years of joining KARE or PhD completion at KARE
3. No disciplinary action and no evidence of Professional misconduct and no dereliction of allotted duties (including examination duties)

Part - A: Teaching

S. No	Items	Rating	Complied (C)	Concern (Co)	Weakness (W)	Deficiency (D)
1.	(a) Lecture Notes Quality (b) LMS usage		Prepared / updated with new problems in all the units. The problems are also classified differently for fast and slow learners AND Course materials/PPT/ Assignments etc uploaded in LMS before class	Prepared / updated with new problems in some units	Common Xeroxed notes or old notes of previous years without any new additions AND Course materials/PPT/ Assignments etc uploaded in LMS after class	Not available or mere copy paste from internet source AND Course materials/PPT/ Assignments etc not uploaded.
(a)	Course 1					
(b)	Course 2					
(c)	Course 3					
2.	Feedback		>80% in all courses (average)	70 - 80% in all the courses (average)	60 - 70% in all the courses (average)	<60% in all the courses (average)



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S. No	Items	Rating	Complied (C)	Concern (Co)	Weakness (W)	Deficiency (D)
3.	Laboratory OR MOOC Course development <i>*Faculty not contributing in lab courses are expected to contribute in MOOC course development</i>		Contributed in designing one experiment and revision of the existing manual (minimum 30%) OR Contributed in preparing one MOOC course fully	Contributed in revising the existing manual (minimum 30%) OR Contributed in preparing 3 quadrants of one MOOC course	Used the existing manual without any further updation. OR Contributed in preparing 2 quadrants of one MOOC course	No good manual prepared OR No contribution in preparing MOOC course
4.	Project Guidance		Guided 5 projects with evident outcomes (in terms of publications / patents etc)	Guided 5 projects with evident outcomes in atleast 3 projects	Guided 5 projects but without any evident outcomes	Not involved seriously in guiding projects
5.	Question paper quality		Rating is >3 as per IQAC audit (average)	Rating is between 2 - 3 as per IQAC audit (average)	Rating is between 1 - 2 as per IQAC audit (average)	Rating is between 0 - 1 as per IQAC audit (average)
6.	FDP attended		Atleast 1 FDP/MOOC of minimum 1 week duration or 2 FTPs of minimum 3 days duration or 1 industry certification course of minimum 10 days duration with following conditions: (a) Participation in institutes within NIRF 200 rank. (b) Demonstrated outcome in terms of developed	Atleast 1 FDP/MOOC of minimum 1 week duration or 2 FTPs of minimum 3 days duration or 1 industry certification course of minimum 10 days duration	-	No FDP/FTP/MOOC attended or industry certification attended

S. No	Items	Rating	Complied (C)	Concern (Co)	Weakness (W)	Deficiency (D)
7.	Guiding students through Hackathon or other such initiative including national level competitions OR development of new pedagogy		Involved in guiding atleast one activity of hackathon or similar (OR) Implement atleast one active learning pedagogy in the T-L process in each semester	-	-	Not involved in student related activities or implementation of pedagogy

Part - B: Research and Development

S. No	Items	Rating	Complied (C)	Concern (Co)	Weakness (W)	Deficiency (D)
1.	(a) Publications (Refer Note 1)					
	Assistant Professor (1,2,3)		4	3	2	<2
	Associate Professor and Senior Associate Professor		6	5	4	<4
	Professor and Senior Professor		7	6	5	<5
	(b) Books Published					
	All Designations		1 book through International Publisher (Equivalent to 4 SCI/Scopus papers)	1 book through reputed National Publisher with approval from R&D office (Equivalent to 3 SCI/Scopus papers)	Not completed. Editing in progress. (need to submit relevant documents during verification)	Not started
2.	(a) Patent(Filed/Published/Granted)					
	All Designations		One Granted or one published or one filed	-	-	None



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S. No	Items	Rating	Complied (C)	Concern (Co)	Weakness (W)	Deficiency (D)
OR						
(b) Product Development (Refer Note 2)						
	All Designations		Product developed with the help of industry/Startup and went for commercialization	Product developed with the help of industry/Startup but not went for commercialization/Marketing	Product development at laboratory level or Development of Instructional materials, or Working models /Charts/ monograms, etc.	No involvement in Product Development
3	(a) Submitted/Granted Funded Project Application to Indian /Funded Project Application to Indian / International agencies (Refer Note: 3)					
	Assistant Professor- Engg, Assistant Professor-Humanities, Arch, Agri, Horti, Arts, Social Science		One ongoing research project from any agencies (Indian/International) and one submitted in the assessment year	Minimum one research proposal submitted for any agencies (Indian/International) or one startup proposal /one seed money proposal- recommended through internal committee with external experts from Funding agencies	-	No proposals submitted
	Senior Associate Professor- Engg, Arts Professor - Engg, Arts Senior Professor - Engg, Arts Associate Professor-Engg, Arts Assistant Professor-Arts		One ongoing research project from any agencies (Indian/International)	Minimum three research proposal submitted for any agencies (Indian/International) or one research proposal and recommended through internal	Minimum two research proposal submitted for any agencies (Indian/International) or one startup proposal /one seed money proposal and one research	No proposals submitted

S. No	Items	Rating	Complied (C)	Concern (Co)	Weakness (W)	Deficiency (D)
				committee with external experts from Funding agencies	proposal- through internal committee with external experts from Funding agencies	
OR						
(b) Consultancy						
	All Designations		Minimum of Rs 300000/- from any industry	Minimum of Rs 200000/- from any industry	Minimum of Rs 100000/- from any industry	Less than 100000/- from any industry
4	Fellowship/Awards for Teaching, Research, and Innovation/ Recognition					
	Not from local bodies/Organisation. This metric will be considered only from government / government recognised organisation					
	All Designations		1 in 2 years either government / government recognised organisation	1 per year applied, government / government recognised organisation	1 per 2 years in private organization	Not even applied

Note 1:

- If the name appears as 5th and above in the authors list, then the papers will not be considered.
- Papers with foreign professors, NIRF ranking institutions (50), R&D Labs/Industries, top 500 TIME higher education / QS ranking institutions will be considered as 1.25 papers.
- This metric will be based on the Target fixed for the publications. (Only indexed in Scopus and Web of Science will be Considered)
- Full Time scholar's publications will not be considered (Even after fellowship period)
- Report from reseragooor login will be considered.

Note 2:

- This metric will be measures a technology's maturity, from Level 1 (Concept Evaluation) to Level 5 (Technology Validation is relevant environment)

Note 3:



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- Project proposals submitted without the knowledge of office of R&D will not be considered.
- For Co-PIs - 0.5 will be considered
- Training in Industry to Industrialists or conducting in house training programmes with fee collected can also be considered.
- Consultancy process should be enroute through office of R&D
- Sanctioned letter to be produced.
- Consultancy process done without the knowledge of office of R&D will not be considered.

Part - C: Extension and Administration

S. No	Items	Rating	Complied (C)	Concern (Co)	Weakness (W)	Deficiency (D)
1.	Organizing workshops/seminars /FDP/EDP/MDP/ Internship etc		Cumulative duration of the programmes organized should be minimum 18 hours	Cumulative duration of the programmes organized is between 12 - 18 hours	Cumulative duration of the programmes organized is less than 12 hours	Did not take initiative to organize any events
2.	Invited talks/BoS member/AC member etc. For Professors, institutions should be in the NDRF top 200 only.		Participation in atleast one such activity at state or national level (Participation at international level to be mention in Part- D)			No participation
3.	Performance / outcomes in admin work and adhering to timelines in assigned administrative works		Meets the expectations of the reporting authority	Just marginally meets the expectations of the reporting authority	Falls short of the expectation of the reporting authority	Falls very short of the expectation of the reporting authority
4.	Effectiveness in documentation work at dept/central level		Documentation professionally done	Documentation moderately done	Documentation poorly done	Doesn't take interest in documentation
5.	Contribution as Faculty Advisor		Faculty Advisor Score = 20	Faculty Advisor Score = 15 to 19	Faculty Advisor Score = 10 to 14	Faculty Advisor Score < 10

Items / Score	5	4	3	2	1	0
CGPA improvement in slow learners	100%	80%	60%	40%	20%	<20%
Disciplinary issues	5 - No disciplinary issue				0 - Any disciplinary issue	
Counselling to long absent / drop out	5 - Successful counselling				0 - No Successful counselling	
Co&Extra-curricular activity participation	100%	80%	60%	40%	20%	<20%

Part - D: Additional Achievements/Contributions (Proof to be submitted to IQAC Office. Rating will be decided by IQAC Office)

S. No	Items	Rating
1.	Additional courses taught from minimum norms	
	Course 1	
	Course 2	
2.	Project guided (mention numbers in addition to the min 5)	
3.	Participation in FDP/Certification/Training programme more than the norms	
	Programme 1 (duration)	
	Programme 2 (duration)	
	Programme 3 (duration)	
4.	Programme organized (mention cum hours > 18 hours)	
5.	Mention invited talks/BoS/AC member etc (beyond minimum req)	
6.	Demonstrated innovativeness in T-L with outcomes (submit one page report with evidence in prescribed template)	
7.	Demonstrated innovativeness in Research with outcomes (submit one page report with evidence)	
8.	Demonstrated innovativeness in Admin activities with outcomes (submit one page report with evidence)	
9.	Self initiative for students improvement (academic/research/professional development)	
10.	Publication in Educational research or similar other document preparation/contribution	
11.	Additional publications from Non-Ph.D. Faculty members	

12.	FDP - Outside state at reputed institutes	
13.	Faculty contribution in Co-Teaching	
14.	Start-up project proposal submission	



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Faculty Recruitment Policy

At Kalasalingam Academy of Research and Education (KARE), the Faculty Recruitment Policy is designed to attract, select, and appoint highly qualified and motivated academic professionals who contribute significantly to teaching excellence, research innovation, and overall institutional development.

Key aspects of the policy include:

- **Merit-Based Selection:** Recruitment is conducted through a transparent, merit-driven process that evaluates academic qualifications, research contributions, teaching experience, and alignment with the university's vision.
- **Diversity and Inclusion:** The policy emphasizes attracting faculty from diverse academic backgrounds and experiences to foster interdisciplinary learning and a dynamic educational environment.
- **Promotion of Research and Innovation:** Candidates demonstrating strong research potential and innovative thinking are prioritized to enhance the institution's scholarly output.
- **Structured Hiring Process:** The recruitment process involves advertisement of vacancies, shortlisting of candidates, interviews, and selection committees to ensure fairness, transparency, and consistency.
- **Alignment with Institutional Goals:** Selected faculty members are expected to contribute actively to curriculum development, mentorship, collaborative research, and other academic and administrative initiatives that advance KARE's mission of excellence in higher education.

This policy ensures that KARE attracts and retains a highly competent and motivated faculty, strengthening its position as a centre of academic and research excellence.



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FACULTY RECRUITMENT POLICY

Human Resource Philosophy

The institution ensures in attracting and maintaining high standards of talent pool from within the city, state, country and foreign country from the streams of Engineering and Non- Engineering respectively. The philosophy of the institution also is responsible in applying the high standards that would be instrumental in delivering benchmarking practices of teaching and learning, research and consulting. The following are those essentials that are to be executed in the institution among its employees in a fair and consistent manner.

- Equal and optimum resource utilization among employees is encouraged
- Employee wellbeing is ensured for their current and future development in terms of Knowledge, Skills and Attitude
- Each employee is recognized provided they being qualified with their meritorious or meticulous work while carrying out their roles and responsibilities
- As a means of building congenial work environment - two way communication is encouraged between the employee and management after any employee finds himself/herself dissatisfied under certain unforeseen circumstances.
- Team synergy among each employee is expected to ensure mutual understanding and trust with one another.
- Workplace safety is kept as priority and sensitized among each one in the institution.

Recruitment Planning and Process

Manpower planning – The institution's manpower planning is executed with the following SOPs.

- 1) Analyzing current manpower requirement (at Department Level through HoDs & Dean of respective School)
- 2) Manpower forecasting
- 3) Manpower demand vs supply analysis
- 4) Manpower Trend Analysis
- 5) Manpower recruitment approval

While carrying out the above process the institution ensures to bridge the gap between the manpower planning shortfalls and surplus in respective schools. It is also ensure that reduction of labour cost is maintained. The gaps of manpower should be filled with the choice of suitable talent, skill knowledge and attitude accordingly. All the process requires approval and clearance from the respective level of authority prior and after the process commencement.



Dr. S. NARAYANAN
Vice - Chancellor
Kalasalingam Academy of Research and Education



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Selection

The institution's manpower planning is executed with the following SOPs.

The institution's process of recruitment and selection should be a step-by-step process, post completion of manpower planning approval. Once the manpower planning is approved the below steps are to be followed by the Office of Human Resources consecutively.

- 1) Recruitment advertisement designing & Approval
- 2) Call for Telephonic interview and online screening
- 3) Call for Face to Face Interview
- 4) Shortlisting and Selection committee
- 5) Conduct of Psychometric test for candidates and finalization
- 6) Offer letter preparation
- 7) Appointment order processing
- 8) Joining of New faculty / staff

All employees in the institution who are medically fit and not suffering from prolonged illness, having health complications shall be eligible for joining the institution.

All appointments should have at least two positive references while applying and the institution reserves the right to place referral calls for risk assessment purposes.

Recruitment and Selection of Other States & Foreign National candidates

The institution may employ candidates from other states and foreign nationals. The institution reserves the right to undertake referral checks of the candidature and then employ only when the candidature is found genuine/ legally qualified for the position applied. The candidates are expected to submit all relevant documents or testimonials for verification at the time of joining the institution. The educational qualification of the candidates are as per the UGC norms.

Terms of Employment Policy

The institution shall appoint an employee on permanent basis and the employees are employed on the basis of Full-Time salaried basis. All the employees are eligible to avail the amenities and welfare initiatives that are offered for the employees without any specific exemption. The employees may be appointed based on their roles and responsibilities in the capability of a level which may be in teaching and non-teaching categories respectively.

The institution reserves the right to alternate or change the position / roles and responsibilities of any employee as and when required suiting the requirements of the organization with or without the notice of the employee.



Dr. S. NARAYANAN
Vice - Chancellor



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Equal Employment Opportunity Policy

The institution ensures of EEO – i.e., Equal Employment Opportunity basis and is against any unlawful discrimination based on caste, creed, race, colour, gender, religion, marital status, age, nation's origin. Hence, those candidates who suit the institution's requirement is recruited on merit basis. Only those who qualify the screening process of recruitment and selection is made eligible to serve the institution.

Employee Details Maintenance Policy

The institution is required to maintain the employee database which demands the personal details to be submitted by the employee. The employees are responsible to update their personal details in case of changes if any. The updates shall be made through the appropriate level of approving authority. Those personal details submitted to the institution shall be maintained with the utmost confidentiality. In case of change in family status also should be intimated within 30 days to the human resources department through the appropriate level of approving authority.




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Policies available in KARE Website:

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All Policies

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