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8.2.9 Employment practice labour rights

Kalasalingam Academy of Research and Education (KARE) ensures comprehensive protection of labour rights for all employees by following national legislation, Tamil Nadu labour regulations, UGC/AICTE norms, and SDG 8 principles.

1. Fair Wages and Pay Protection

- All employees receive at least the local living wage or government minimum wage, whichever is higher.
- Non-teaching staff follow Tamil Nadu Government pay scale equivalence.
- Teaching staff are paid as per AICTE/UGC pay norms.
- Outsourced staff wages are monitored through HR audits and verified via:
    - Monthly wage registers
    - PF/ESI deposits
    - Attendance and overtime records

2. Working Hours and Overtime Compliance

- Working hours comply with the Tamil Nadu Shops and Establishment Act.
- Overtime is compensated as per statutory requirements.
- Mandatory weekly off and public holidays are ensured.

3. Social Security & Statutory Benefits

All eligible employees receive:

- EPF (Employees' Provident Fund)
- ESI (Employees' State Insurance)
- Gratuity
- Maternity benefits
- Earned leave, casual leave, and medical leave

- Accident compensation

Outsourced employees also receive these benefits through vendor compliance monitored by HR.

4. Safe & Healthy Working Environment

The university ensures:

- Zero-hazard campus policies
- Fire safety systems
- First-aid and emergency medical care
- Provision of PPE for high-risk roles (security, maintenance, housekeeping)
- Periodic safety drills and health inspections

5. Non-Discrimination and Equal Opportunity

The university prohibits discrimination based on:

- Gender
- Caste
- Religion
- Disability
- Economic background
- Employment type

Committees supporting labour rights include:

- Internal Complaints Committee (ICC)
- Equal Opportunity Cell
- Grievance Redressal Committee

6. Right to Representation and Appeal

Employees may:

- Appeal any employment-related decision
- Report unfair labour practices
- Access grievance redressal mechanisms
- Receive protection against retaliation

7. Contract and Outsourced Worker Protection

Policies require outsourcing agencies to comply with:

- Minimum wage laws
- EPF/ESI contribution
- Safety and welfare norms
- Equal rights and working conditions

KARE regularly audits vendors for compliance.

8. Continuous Monitoring and Record-Keeping

- HR maintains records of wages, social security, and working conditions.
- Labour rights audits are conducted annually.
- Non-compliance results in immediate corrective action.

Policy of Non-Discrimination for Transgender

https://www.kalasalingam.ac.in/wp-content/uploads/2024/11/5.6.2.Non-discrimination-policies-for-transgender.pdf

Policy of Non-Discrimination

https://www.kalasalingam.ac.in/wp-content/uploads/2024/11/5.6.1-POILCY-NON-DISCRIMINAITON.pdf

Policy to protect those report discriminations

https://www.kalasalingam.ac.in/wp-content/uploads/2024/11/5.6.8-Protecting-those-reporting-discrimination.pdf

Students Grievances Redressal Cell

https://www.kalasalingam.ac.in/students-grievances-redressal/

Internal Complaints Committee

https://www.kalasalingam.ac.in/internal-complaints-committee/

Anti-Ragging Committee

https://www.kalasalingam.ac.in/anti-ragging-committee/

Women Empowerment Cell

https://www.kalasalingam.ac.in/women-empowerment-cell/

Policy on Gender Equity and Sensitization

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

Workforce Employment Practice and Welfare Policy

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

Leave Policies in University Website

Maternity Policy

https://www.kalasalingam.ac.in/wp-content/uploads/2024/11/5.6.3-Maternity-Policy.pdf

Paternity Policy

https://www.kalasalingam.ac.in/wp-content/uploads/2024/11/5.6.9-paternity-policy.pdf

Leave Policy

https://www.kalasalingam.ac.in/wp-content/uploads/2025/04/Leave-Policy.pdf

Workforce Employment Practices Welfare Policy

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

Policies available in KARE Website:

Service Rules

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

Policy on Gender Equity and Sensitization

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

Teaching Learning Policy

https://www.kalasalingam.ac.in/wp-content/uploads/docs/Teaching-Learning%20Policy-Version%202-2018.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://kalasalingam.ac.in/wp-content/uploads/docs/Gender%20Equality.pdf

All Policies

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